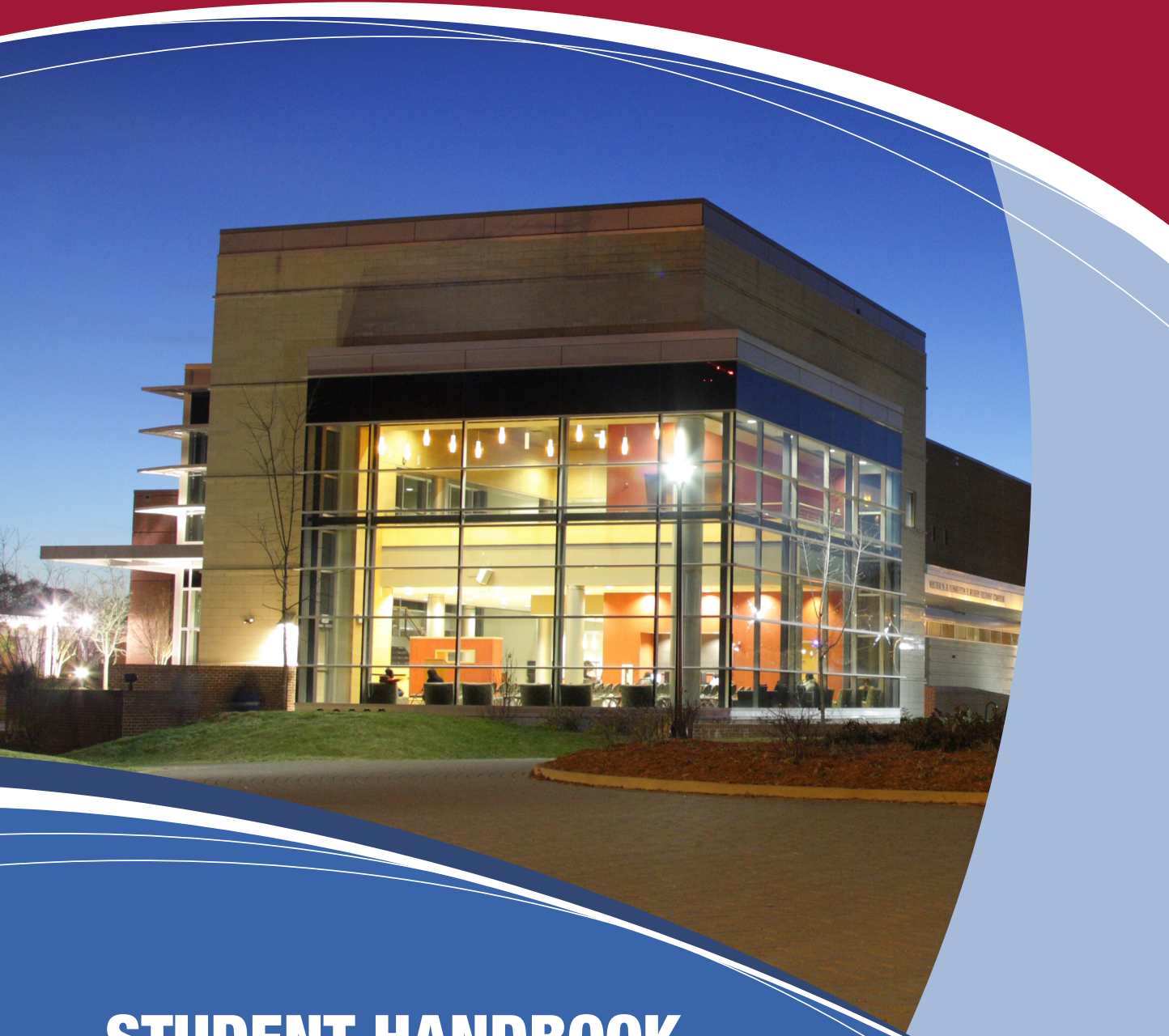


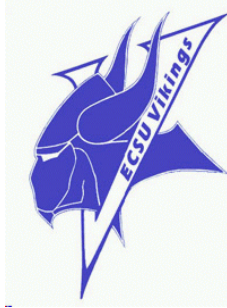
ELIZABETH CITY STATE UNIVERSITY



**STUDENT HANDBOOK
& CALENDAR**
2010-2011

**Elizabeth City State University
Dr. Willie J. Gilchrist, Chancellor
1704 Weeksville Road
Elizabeth City, NC 27909**

STUDENT HANDBOOK AND CALENDAR 2010 – 2011



This planner belongs to:

NAME _____

ADDRESS _____

CITY/STATE _____ ZIP CODE _____

PHONE _____

STUDENT No _____

WWW.ECSU.EDU

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A Message from the Chancellor



Willie J. Gilchrist, Ed.D.

Dear Fellow Vikings:

Welcome to Elizabeth City State University. The faculty and staff are eager to ensure your success at ECSU. We are committed to providing the leadership and academic programs needed to prepare each of you to embrace the opportunities that lie ahead.

The Division of Student Affairs has developed a ***Student Handbook***, which contains important policies and procedures, contact information for various university departments and offices, as well as important dates for the 2010-2011 academic year. This is a wonderful tool to help you meet some of the challenges you may face. I strongly encourage you to refer to this document in managing your time and monitoring your progress toward the accomplishment of your goals.

The entire ECSU family will do everything possible to make sure you have a successful experience as a Viking. Do not hesitate to let us know if we can assist you in any way.

Again, best wishes and Viking pride!

ELIZABETH CITY STATE UNIVERSITY

ADMINISTRATIVE OFFICERS

2010 – 2011

Dr. Willie J. Gilchrist

Chancellor

Ms. Gwendolyn Sanders

Executive Assistant to the Chancellor

Dr. Ali Khan

*Provost, Vice Chancellor,
Academic Affairs*

Dr. Anthony Brown

Vice Chancellor, Student Affairs

Mr. Robert Gaines

Special Assistant to the Chancellor

Mr. William G. Smith

Vice Chancellor, Institutional Advancement

Ms. Donna James Whidbee

*Acting Director,
Human Resources and Payroll*

Mr. Benjamin Durant

Vice Chancellor, Business & Finance

Attorney Bernetta H. Brown

*Assistant to the Chancellor,
Legal Affairs*

Dr. Anthony Adade

Chief Information Officer

Mr. Thurlis Little

Athletic Director

Ms. Pattie Smith

Internal Auditor

**STUDENT GOVERNMENT ASSOCIATION OFFICERS
2010 - 2011**

Damika Howard
President

Dennita Woods
Vice President

Fletcher Peoples
Attorney General

Nikita Piercy
Vice President of Finance

Laquita Covington
Corresponding Secretary

Ryan Winder
Recording Secretary

Ex-Officio Members

Alana Simmons
Miss ECSU

Glenn Bond
Mr. ECSU

Student Government Association Advisor
Mr. Carlas White
Director of Student Activities

Miss & Mr. ECSU Advisor
Mr. Darrien Jerman
Coordinator for Student Leadership and Multicultural Affairs

ELIZABETH CITY STATE UNIVERSITY

VISION STATEMENT

ECSU, a constituent institution in The University of North Carolina System, will be the premier public institution serving northeastern North Carolina, providing affordable academic programs and services of exceptional caliber in a nurturing environment. The university will attract and retain a diverse and highly qualified faculty that will educate and lead our students to become productive members of a global and increasingly interdependent society. ECSU will continue to be a leading partner in enhancing educational and cultural opportunities and improving the economic strength in the region.

NEW MISSION STATEMENT

Elizabeth City State University, a constituent institution of The University of North Carolina, offers baccalaureate, graduate, and professional programs for a diverse student body. The institution's rich heritage provides a firm foundation for its educational endeavors, as well as its role in serving the needs and aspirations of individuals and society.

Through teaching, research, and community engagement, Elizabeth City State University provides a student centered environment, delivered in a manner that enhances student learning, while preparing its graduates for leadership roles and lifelong learning. The university is also a leader in facilitating sustainable economic growth, while safeguarding the unique culture and natural resources of the region.

Approved by Board of Governors 11/09

OFFICIAL SACS STATEMENT

Elizabeth City State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number is 404-679-4501) to award degrees at the baccalaureate and master's level.

FOREWORD

The Student Handbook Committee is pleased to present the 2010 - 2011 Student Handbook. The Student Handbook is designed to broaden the knowledge of each student, thus promoting a clear understanding of the purposes, services, activities, rules and regulations of the university.

We strongly recommend that students become very familiar with the content of the handbook and use it regularly in a variety of ways. When used properly, this handbook can serve as a guide to help you achieve a successful school year.

As you read the Student Handbook, please keep in mind that it is not inclusive of all policies, regulations, traditions and procedures within the university. The handbook is intended to be a source of information to enlighten your involvement within the university community.

The ECSU Policy and Procedures Manual is the official document conveying the Board of Trustees' policies and the administrative procedures and guidelines of the Chancellor. The ECSU Policy and Procedures Manual is available online on ECSU's Homepage and a hardcopy of the manual is also available in the Office of the Vice Chancellor for Student Affairs. To the extent that any policy or procedure printed in the Student Handbook conflicts with a policy, procedure or guideline contained in the ECSU Policy and Procedures Manual the version contained in the ECSU Policy and Procedures Manual shall control.

We salute and congratulate each and every student, particularly the freshmen and new transfers, on becoming Vikings at Elizabeth City State University. The Student Handbook is being offered as a useful tool in preparing leaders. Proverbially speaking, drink liberally from its rich content and apply generously its knowledge for generating love and wisdom in your academic and personal development. The Handbook is dedicated to the expectation of realizing an inspiring and successful academic year.

NON-DISCRIMINATION STATEMENT

Elizabeth City State University is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, gender, age or disability.

Elizabeth City State University supports the protection afforded to all members of its community by all applicable state and federal laws - including, but not limited to Title VI; Title VII of the Civil Rights Act of 1964, as amended by the Civil Rights Act of 1991 (CRA), the Americans with Disabilities Act of 1990 (ADA); Section 504 of the Rehabilitation Act of 1973; the Equal Pay Act of 1963; the Discrimination in Employment Act of 1967 (ADEA); Executive Order 11246; Title IX of the Education Amendments of 1972; Sections 799A and 845 of the Public Health Service Act; the Family Educational Rights and Privacy of 1974 (FERPA) - Part of PL 93-308; and the Family and Medical Leave Act of 1993 (FMLA). A copy of FERPA is also available in the Registrar's Office.

PATENT AND COPYRIGHT POLICIES

The University of North Carolina is dedicated to instruction, research, and extending knowledge to the public (public service). It is the policy of the university to carry out its scholarly work in an open and free atmosphere and to publish results obtained freely. Research done primarily in anticipation of profit is incompatible with the aims of the University. The University recognizes, however, that patentable inventions sometimes arise in the course of research conducted by its employees and students using University facilities. The Board of Governors of the University of North Carolina has determined that patenting and licensing of inventions resulting from the work of University personnel, including students, is consistent with the purposes and mission of the University.

The aim of the patent policies of the University is to promote the progress of science and the useful arts by utilizing the benefits of the patent system consistent with the purposes for which it was established by Article I, Section 8, of the Constitution of the United States:

The Congress shall have power . . . To promote the progress of science and useful arts by securing for limited times to authors and inventors the exclusive right to their respective writings and discoveries.

Patents provide a means to encourage the development and utilization of discoveries and inventions. These policies have been established to ensure that those inventions in which the University has an interest will be utilized in a manner consistent with the public good through patents, licenses, or otherwise. The University is also aware of the value of patents in directing attention to Individual accomplishment in science and engineering. Where possible, the University should make inventions resulting from its research available to industry and the public on a reasonable and effective basis and at the same time provide adequate recognition to inventors. Patents and their exploitation, however, represent only a small part of the benefits accruing to the public from the research program of the University.

A portion of the research conducted by the University is supported by government and a portion by private industry. Service to the public, including private industry, is an integral part of the University's mission. In agreements with private industry or other private organizations, the constituent institutions of the University must keep the interests of the general public in view. The rights and privileges set forth in cooperative agreements or contracts, with respect to patents developed as a result of research partly or wholly financed by private parties, must be fair and just to the inventor(s), the sponsor and the public. Research should be undertaken by the University under support from private parties only if it is consistent with and complementary to the University's goals and responsibilities to the public.¹

¹See Section 500.2 at http://www.northcarolina.edu/research_spunc/index.php?pg=vb&node_id=177 of the UNC System Wide Sponsored Program Resources for more detailed information about patents and copyrights as amended February 9, 2001. See also section 900.1.1 of the ECSU Policies and Procedures Manual.

ELIZABETH CITY STATE UNIVERSITY

ACADEMIC CALENDAR

Fall Semester 2010

Wednesday - Friday, August 11 – 13	Fall Faculty/Staff Institute
Thursday - Friday, August 12 – 13	New Student Orientation
Saturday, August 14	Weekend/Evening/Graduate Programs, and New Transfer Students Registration, 9:00 a.m. to 3:00 p.m.
Sunday, August 15	Residence Halls Open, All Students, 8:00 a.m. to 5:00 p.m.
Monday, August 16	Official Registration, 8:30 a.m. to 7:00 p.m. 7:30 p.m. – Classes Dropped for Pre-Registered Students not Officially Registered
Tuesday, August 17	Late Registration with Fee Begins, 8:30 a.m. - 3:00 p.m. All Classes Begin, 8:00 a.m. Drop and Add Period Begins
Monday, August 23	Late Registration Ends Drop and Add Period Ends
Monday, September 6	Labor Day Holiday, Classes Dismissed, Offices Closed
Tuesday, September 7	Classes Resume, 8:00 a.m.
Thursday, September 15	Fall 2011 Graduation Applications due to Registrar's Office
Wednesday-Tuesday, October 6-12	Mid-Term Exams (All Students)
Wednesday, October 13	Last Day to Remove "I" Grades
Monday, October 18	Deadline for Posting Grades – 12:00 p.m.
Monday - Tuesday, October 18 - 19	Fall Recess
Wednesday, October 20	Classes Resume, 8:00 a.m.
Monday-Friday, October 25-November 5	Academic Advisement/Pre-registration for Spring 2011, 8:00a.m. – 5:00 p.m.
Monday, October 25	60% Deadline for Financial Aid Adjustments
Tuesday, November 2	Last Day to Withdraw from Classes and Receive a Grade of "W"
Friday, November 12	Last Day to Withdraw from the University and Receive a Grade of "WD"
Monday, November 15	Spring 2011 Graduation Applications Due to Registrar's Office
Wednesday-Friday November 24 -26	Thanksgiving Holiday, Classes Dismissed
Monday, November 29	Classes Resume, 8:00 a.m.
Tuesday, November 30	Last Day of Classes

Wednesday, December 1	Reading Day
Thursday, December 2	Reading Day
Friday - Tuesday, December 3 – 7	Final Examinations, Graduating Seniors
Friday – Thursday, December 3 – 9	Final Examinations, Weekend/Evening/Graduate Programs and Remaining Students
Wednesday, December 8	Deadline for Posting Graduating Seniors Grades – 12:00 p.m.
Wednesday, December 8	Last Day to Return Books Without Charge for Graduating Seniors
Friday, December 10	Last Day to Return Books Without Charge for Remaining Students
Saturday, December 11	Fall Commencement
Monday, December 13	Deadline for posting all Other Grades - 3:00 p.m.
Spring Semester 2011	
Wednesday - Friday, January 5 – 7	Winter Faculty/Staff Institute
Thursday - Friday, January 6 – 7	New Student Orientation
Saturday, January 8	Weekend/Evening/Graduate Programs, and New Transfer Students Registration, 9:00 a.m. to 3:00 p.m.
Sunday, January 9	Residence Halls Open - All Students, 8:00 a.m. to 5:00 p.m.
Monday, January 10	Official Registration, 8:30 a.m. to 7:00 p.m. 7:30 p.m. – Classes Dropped for Pre-Registered Students not Officially Registered
Tuesday, January 11	Late Registration with Fee Begins, 8:30 a.m. - 3:00 p.m. Classes Begin, 8:00 a.m. Drop and Add Period Begins
Monday, January 17	Dr. Martin L. King, Jr. Holiday, Classes Dismissed, Offices Closed
Tuesday, January 18	Late Registration Ends Classes Resume, 8:00 a.m. Drop and Add Period Ends
Friday, March 4	Founders Day
Saturday - Friday, March 5– 11	Mid-Term Week (All Students)
Tuesday, March 8	Last Day to Remove "I" Grades
Monday, March 14	Deadline for posting Grades -12:00 p.m.
Monday - Saturday, March 14 – 19	Spring Recess
Tuesday, March 15	Financial Aid Deadline for Priority Funding

Monday, March 21	Classes Resume, 8:00 a.m. 60% Deadline for Financial Aid Adjustments
Monday – Friday, March 21 – April 1	Academic Advisement/Pre-registration for Summer/Fall 2009, 8:00 a.m. – 5:00 p.m.
Tuesday, March 29	Last Day to Withdraw from Classes and Receive a Grade of “W”
Friday, April 15	Last Day to Withdraw and Receive a Grade of “WD”
Friday, April 22	Good Friday Holiday, Classes Dismissed, Offices Closed
Saturday, April 23	Saturday Classes Dismissed
Monday, April 25	Easter Monday, Classes Dismissed
Tuesday, April 26	Classes Resume, 8:00 a.m.
Saturday - Wednesday, April 23 – 27	Final Examinations, Graduating Seniors
Thursday, April 28	Deadline for Posting Graduating Seniors Grades- 12:00 p.m. Last Day of Classes
Friday, April 29	Reading Day
Saturday, April 30	Final Examination, Weekend/Evening/Graduate Programs
Monday,- Friday, May 2 – 6	Final Examinations, Remaining Students
Saturday, May 7	Spring Commencement
Monday, May 9	Deadline for posting all Other Grades - 3:00 p.m.

300.1.2
Adopted: 06/14/05

ELIZABETH CITY STATE UNIVERSITY Policy Under the Family Educational Rights and Privacy Act (FERPA)

1) **Preamble**

This policy purports with the requirements of The Family Educational Rights and Privacy Act (FERPA). Under FERPA, student educational records are to be kept confidential unless a student consents to a release of the records or an exception applies. This policy applies to the records of current students and former students which arise during enrollment at ECSU. The confidentiality protection for education records under FERPA ends when a student or alumni dies.

2) **Students Rights to Inspect Educational Records**

- a) A student has the right to inspect and review his or her own educational records;
- b) A student has the right to seek an amendment to his or her records if he or she believes that the records are either:
 - i) Inaccurate;
 - ii) Misleading; or
 - iii) Otherwise in violation of rights accorded under FERPA;

- c) A student has the right to consent to the disclosure of personally identifiable information contained in educational records unless an exception to FERPA applies as set forth in Section 6.b below; and
- d) A student has the right to file a complaint with the Office of Family Policy Compliance, U. S. Department of Education, if he or she believes and alleges that FERPA has been violated by ECSU officials.

300.1.2

3) Records

- a) Educational Records
 - (i) Educational records include any recorded information of any kind that personally identifies a student, including but not limited to: the student's name
- b) Records Not Included Under FERPA Protection

The following records are not protected under FERPA:

- i) Records of Campus Police that are created for law enforcement purposes and maintained at the Office of Campus Police.
- ii) Student employment records that are made and maintained in the normal course of business that relate only to a student as an ECSU employee.
- iii) Medical, psychiatric or psychological records that are made or maintained by a medical, psychiatric or psychological professional or paraprofessional in a professional capacity and are created or maintained exclusively for treatment and are disclosed exclusively to individuals providing treatment.
- iv) Records about an individual occurring after enrollment at ECSU which are unrelated to matters that occurred during enrollment.

4) Steps for Review and Inspection of Educational Records

- a) A student must make a written request to review and inspect his or her educational records;
- b) ECSU shall provide a student with access to his or her educational records within a reasonable time not to exceed 45 days from receipt of the request for inspection and review;
- c) ECSU officials shall explain and interpret a student's education records to the student if necessary;
- d) ECSU shall provide a copy of requested educational records if it is not reasonable for a student to inspect the records or make other arrangements to provide a student's access to his or her educational records if necessary.

5) Students Right to Seek Correction or Amendment to Educational Records

- a) Student Request for an Amendment to Educational Records

A student who seeks an amendment to his or her educational record must submit a written request for an amendment to the Office of the Registrar. The written request must include an assertion that the record is inaccurate, misleading or in violation of the student's FERPA rights. This process does not cover student objections or grievances concerning a grade that a student receives for a course.
- b) ECSU Response to Student Request for an Amendment to Educational Records

Upon receipt of a request for an amendment to an educational record, ECSU shall endeavor to respond within 45 days of receipt of a request for an amendment.

 - i) Granting of Amendment to Educational Records

If ECSU determines that a student's request for an amendment to his or her educational record should be granted, ECSU shall so notify the student in writing.

300.1.2

ii) Denial of Amendment to Educational Records

If ECSU determines that a student's request for an amendment to his or her educational record should be denied, ECSU shall so notify the student in writing and inform the student of his or her right to a hearing to contest the decision.

c) Hearing Process

- i) If a student elects to request a hearing to contest a decision denying a requested amendment to his or her educational record, the hearing process shall be initiated by the student filing a written request for a hearing including the grounds for the requested amendment;
- ii) ECSU shall conduct a hearing within a reasonable time after receipt of the request and shall provide the student with advance notice of the date, time and place of the hearing;
- iii) The hearing will be conducted by an ECSU official or staff member who does not have a direct interest in the case. This individual shall be referred to as the hearing officer;
- iv) The student shall be given an opportunity to present relevant evidence and may at his or her own expense be assisted or represented by one or more other persons including an attorney;
- v) The hearing officer must make his or her recommendation in writing within a reasonable period of time following the hearing and must include a summary of the evidence presented at the hearing and the reasons for the recommendation.

6) Disclosure of Personally Identifiable Information from Student Education Records

a) Consent for Release

- i) Unless an exception to FERPA applies, written student consent must be obtained before disclosing any student education record.
- ii) Written student consent must specify which education records are to be disclosed, the purpose of the disclosure and to whom the records are to be disclosed.
- iii) Written student consent is not required for:
 - (1) ECSU record custodians;
 - (2) ECSU officials with legitimate educational interests; or
 - (3) Certain federal or state officials.

b) Exceptions Where Student Consent Is Not Required

Student consent shall not be required to disclose information to the following individuals or entities:

- i) ECSU officials with legitimate educational interests
Under this policy, ECSU officials with legitimate educational interests refers to ECSU employees who are responsible for carrying out official duties involving student records including but not limited to instruction, advising and student disciplinary matters.
- ii) Officials from other institutions where a student is seeking admission or enrollment.
- iii) Federal or state officials
Records may be disclosed to certain federal or state officials when:

- (1) The disclosures are connected with audits, evaluations or enforcement of federal or state supported programs
- (2) The data collected will not be re-released in a way wherein students can be personally identified
300.1.2
- (3) The data will be destroyed when no longer needed
- iv) Persons or entities seeking information concerning a student's application for financial aid provided:
 - (1) The information is needed to determine eligibility for financial aid;
 - (2) The information is needed to determine the amount of financial aid;
 - (3) The information is needed to determine the conditions for receiving financial aid or the enforcement of the terms and conditions of financial aid.
- v) State and local officials responsible for juvenile justice records and administration if the reporting requirement is required by state law.
- vi) Organizations conducting studies for or on behalf of educational agencies.
- vii) Accrediting organizations carrying out accrediting functions.
- viii) Parents of a "dependent" student as defined by the Internal Revenue Code.
- ix) Persons seeking information pursuant to a judicial order or lawfully issued subpoena.
- x) Court or judicial officials connected with a lawsuit that ECSU has initiated against a student or his or her parents.
- xi) Court or judicial officials connected with a lawsuit that a student or his or her parents brings against ECSU.
- xii) Appropriate health, safety and emergency officials in a health and/or safety emergency.
- xiii) Officials, faculty and staff of other institutions who have been determined to have legitimate interests in the behavior of a student.
- xiv) Directory information.
 Unless a student submits a written objection to the release of directory information, ECSU may disclose directory information without student consent. Written objections to the release of directory information must be submitted to the Office of the Registrar. Directory information at ECSU includes a student's:
 - (1) name;
 - (2) local address and telephone number;
 - (3) campus e-mail address;
 - (4) dates of attendance;
 - (5) classification;
 - (6) enrollment status;
 - (7) participation in officially recognized activities and sports;

(8) weight and height of athletes; and

300.1.2

(9) degrees, honors and awards received.

xv) The student himself or herself.

xvi) Disciplinary Proceedings Involving an Alleged Sex Offense. The accused student and the accusing student shall both be notified of the outcome of a disciplinary proceeding involving an alleged sex offense.

7) Limitation of Students Rights

a) More than One Student Covered in Educational Record

If more than one student is covered in an educational record, a student may only review his or her specific information contained in the record.

b) Financial Records of Student's Parents

A student does not have the right to review the financial records of his or her parents.

c) Confidential Letters of Recommendation

Students who execute valid written waivers may not review confidential letters of recommendation relating to the student's admission, application for employment or receipt of an award or honorary recognition.

d) Medical Treatment Records

As set forth in Section 3.b. above, medical treatment records are excluded from FERPA protection.

8) Re-disclosure

a) Prior to or at the time of any release of student education records, ECSU shall inform the recipient that the records may not be disclosed to others without the student's consent and that the information released may only be used for the purpose for which the records are being disclosed.

9) Student's Educational Records at ECSU: Annual Notification of Rights

a) ECSU maintains personally identifiable educational records of its students and former students that are subject to the federal Family Educational Rights and Privacy Act of 1974, as amended, (FERPA).

b) Under FERPA, a student may inspect his or her own educational records. If a student believes the records are inaccurate, misleading or otherwise in violation of the student's privacy rights, a student may request an amendment of the record. In accordance with FERPA, a student's personally identifiable information may not be released to others unless (1) a student consents to the disclosure or (2) provisions of FERPA or federal regulations issued pursuant to FERPA allow the information to be released without the student's consent. A student may file a complaint with the U. S. Department of Education concerning ECSU's failure to comply with FERPA.

c) Directory Information Notification

Unless a student submits a written objection to the release of directory information, ECSU may disclose directory information without student consent. Written objections to the release of directory information must be submitted to the Office of the Registrar. Directory information at ECSU includes a student's:

(1) name;

(2) local address and telephone number;

(3) campus e-mail address;

- (4) dates of attendance;
 - (5) classification;
 - (6) enrollment status;
 - (7) participation in officially recognized activities and sports;
 - (8) weight and height of athletes; and
 - (9) degrees, honors and awards received.
- d) Procedures for inspection of education records and student consent rights are set forth in ECSU's FERPA Policy Section 4 and Section 5.

300.1.5

Adopted: 12/19/95

Amended: 06/08/10

ELIZABETH CITY STATE UNIVERSITY

Class Attendance Policy

Elizabeth City State University recognizes that regular and punctual class attendance is essential to each student's academic performance. Although all learning does not take place in the formal classroom, classroom instruction is the primary vehicle for the delivery of knowledge to students, the evaluation of achievement, the forum for intellectual exchange, the skill development, and the molding of attitudes which promote the attainment of goals resident in the teaching-learning process at ECSU. This policy is designed to encourage students to make the best grades of which they are capable, while discouraging absences. In short, all students are expected to attend all class meetings of all courses in which they are enrolled.

The maximum number of absences permitted by an instructor in a semester shall not exceed twice the number of times the class meets per week. The instructor shall not impose an absence limit less than the number of times the class meets per week. No additional absences shall be allowed except in the most severe and unusual circumstances. Students involved in official university functions will inform the instructor of the dates classes would not be attended. Permission to make up missed assignments and dates to submit assignments will be given at that time. The student may need to make special arrangements with course instructors to complete missed assignments.

Examples:

The number of absences for the courses meeting 3 times per week = 3-6

The number of absences for the courses meeting 2 times per week = 2-4

The number of absences for the courses meeting 1 times per week = 1-2

Instructors will prepare a course-specific policy to be used in each of their classes. Areas in which instructors are given discretion in determining how the attendance policy will be implemented are as follows: instructors will determine what action, if any, needs to be taken regarding make up of missed instruction, actual number of absences they will allow (see above), "official absences," and consequences for excess lateness and absences. Each attendance policy must be included in the course syllabus and be presented verbally to the class at the beginning of each semester. Should a student exceed the allowable number of absences, the instructor has the option of informing the student and or retention coordinator (in writing) that a grade of "FA" will be turned in at the end of the semester. At this point, the student may wish to officially withdraw from the class.

Absence from class for any reason does not free the student from responsibility for materials covered during missed classes. It is the student's responsibility to make arrangements with each course instructor to acquire missed instruction in accordance with guidelines set forth in each course syllabus. The instructor's responsibility is to provide reasonable assistance to students in making up missed instruction.

Failure to take announced tests or to submit assignments as scheduled constitutes a serious breach of academic procedure. Students will be allowed to make up missed tests or submit assignments late only with the consent of the instructor. Procedures covering final exams will remain as published.

Punctuality being an important component of any class; students are expected to be on time to every class. Consequences for consistent late arrival and leaving the class early should be covered in the course syllabus. Instructors may record excessive lateness or early departure from class as an absence.

The instructor is expected to keep an accurate record of attendance in all classes. Instructors are also encouraged to keep students informed when they are in jeopardy of exceeding absence limitations and should refer them to the retention coordinator.

When the instructor informs a student of an intention to turn in a grade of “FA” because of excess absences, the student can appeal. The appeal process begins with the instructor. Next, appeal may be made to the instructor’s Department Chair, Dean, and finally, to an appeal board composed of faculty, administration, and students. All such appeals must be initiated within 14 days of the time the student is sent notification of the instructor’s intention to turn in an “FA” grade. No appeal will be allowed after course grades have been submitted to the Registrar.

SERVICES PROVIDED FOR STUDENTS WITH DISABILITIES

In accordance with section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990 (ADA), Elizabeth City State University offers services through its Center for Special Needs Students.

Students seeking reasonable accommodations must notify the university. The Center provides forms, including 504 Student Data Sheets. The Student Data Sheets are distributed to transfer and Freshman students during New Student Orientation. Students must submit completed forms to the Center’s Coordinator and also provide current documentation of their disability. Documentation may include results of medical or psychological diagnostic tests or other professional evaluations that verify the existence of a disability and need for accommodations. It is the student’s responsibility to provide all costs in connection with obtaining the necessary documentation.

For more information, contact the Coordinator of the Center for Special Needs Students, Room 110-B Moore Hall, Telephone Number: (252) 335-3527

300.1.16
Adopted: 09/15/09

ELIZABETH CITY STATE UNIVERSITY

Quiet Week Policy

Preamble

In accordance with practicing tradition in higher education, this policy establishes a week that shall be designated as “Quiet Week” at Elizabeth City State University (ECSU) with the purpose of providing students with time to prepare for final examinations.

1. Establishment of Quiet Week

It is hereby established that, each semester, the week prior to final examination week shall be designated as “Quiet Week.” Quiet Week shall be a week devoted to study and devoid of on-campus student social activities.

2. Academic Activities During Quiet Week

With the exception of regular class work, written tests or assignments shall not be assigned during Quiet Week without first providing students with written notification prior to the 10th day of class for regularly scheduled courses or prior to the 12th day of class for all weekend and evening courses.

3. Ban on Student Social Activities During Quiet Week

The Division of Student Affairs, other university divisions, the Student Government Association (SGA) and other student organizations shall not sponsor or host any on-campus social activities (i.e. parties, concerts, special events, dances, banquets, etc.) during Quiet Week.

4. Ban on Travel During Quiet Week

Travel for faculty and/or students that would otherwise be allowable shall be banned during Quiet Week unless approved by the Provost and Vice Chancellor for Academic Affairs, subject to requisite approvals by the Division of Business and Finance

500.1.1

Adopted 06/14/05

Amended 03/08/07

Amended: 06/10/08

ELIZABETH CITY STATE UNIVERSITY CODE OF CONDUCT

1. Standards

Students are expected to maintain acceptable standards of conduct, as identified by the University, both on and off campus. Students are reminded to observe the rules and regulations regarding student demonstrations, coeducational visitation in the residence halls, membership intake activities for fraternities and sororities, the use of illegal drugs and alcoholic beverages, weapons, and conduct in university buildings and student activities.

2. Student Responsibility

In addition to following university policies and regulations, students are responsible for adhering to all applicable federal, state and local laws. Any violation(s) occurring on campus, of a non-criminal nature, shall subject the student offender to disciplinary action. Any violation(s) of a criminal nature, whether occurring on or off campus, shall subject the student offender to disciplinary action and/or possible prosecution through the court system. Students are required to carry university identification cards at all times. Student leaders must be in “good standing” with the university. Any student, who is on “disciplinary probation,” shall not be allowed to run or hold office, participate in Greek organization intake activities, or play on athletic teams during the term of the probation. This restriction applies but is not limited to members of the Student Government Association, athletes, resident advisors and members of fraternities and sororities.

3. Behavioral Expectation

All students who are either actively or passively involved in the commission of an act prohibited by the Code of Conduct shall be subject to disciplinary action. The term “active involvement” refers to any action taken by a student in direct violation of a university policy or regulation. If an incident relates to the possession of an illegal object or substance, an active violator shall be deemed to be in actual possession of the object or substance. The term “passive involvement” refers to a student’s association with others who are openly engaging in a prohibited activity. If an incident relates to the possession of an illegal object or substance, a passive violator shall be deemed to be in constructive possession of the object or substance. A student, who encounters a prohibited activity, may avoid disciplinary action as a passive participant by immediately notifying university officials of the situation. Otherwise, a student who is passively involved in a violation shall face the same consequences of the active participant(s).

4. Involuntary Withdrawal/Residence Hall Suspension

- a) A student who violates the Code of Conduct or engages in behavior that potentially poses a threat to his/her life or others may be subject to an involuntary withdrawal and/or suspension from a residence hall. Under

this section, involuntary withdrawal refers to a student separation from the university that is administratively initiated by the Vice Chancellor for Student Affairs (or designee) for behavioral reasons. Under this section, suspension from a residence hall refers to an administrative separation of a student from a residence hall for behavioral reasons. If an involuntary withdrawal and/or residence hall suspension is administratively imposed, a student may seek readmission to the university or a residence hall reassignment after at least one (1) semester on the condition that he/she can document stable behavior. The student must produce documentation from a treating physician, psychologist or other qualified professional who gives an opinion that the student is ready to return and cope with university life to be considered at that time for readmission to the university and/or a residence hall reassignment. Reasonable efforts will be made by Student Affairs staff to help students understand the consequences of their behavior, make responsible decisions and develop skills to allow students to function successfully within the university community.

- b) Students who have a pending judicial charge are not allowed to withdraw from the university before the outcome of charges is completed on campus.

5. Policy on Arrest and/or Conviction

- (a) University police officers are deputized by the State of North Carolina and have full enforcement and arrest powers of police officers. The University police officers are empowered to arrest students and other persons who violate state, local, and/or campus laws while on the campus of Elizabeth City State University.
- (b) Students who are charged with criminal acts by law enforcement agents (campus police, local police, state troopers, and sheriff deputies) in the form of felony or misdemeanor warrants may be suspended from the university immediately. It is the responsibility of each student to notify Student Affairs in writing of arrest(s). Failure to do so may result in disciplinary action. An Administrative (Investigative Review) Hearing will be held prior to such separations when feasible and in other cases, the appropriate hearing will be held after the separation at the request of the arrested students, or prior to readmission to the university.
- (c) Any student who is convicted in a local, state, or federal court of law for any cause may also be tried by a designated University judicial body to determine if such action violated regulations referred to in the Elizabeth City State University policies, procedures, rules and regulations. Additional action and/or punishment could occur pursuant to university policy. Records of students kept on file for some violations are destroyed after one year.

6. Emergency Rules & Behaviors

- (a) During emergencies (power outages at night, severe weather, etc.) all residents are to remain inside their respective residence halls until power is restored or normal operations are resumed.
- (b) Any student caught wandering on the university grounds, loitering around buildings, or inside building in violation of co-education rules, will be suspended from the university and/or arrested and prosecuted.
- (c) Any student who must leave a residence hall or enter a residence hall for emergency reasons must be cleared by the residence hall staff person on duty or a university official.

ELIZABETH CITY STATE UNIVERSITY
Grievance Procedure for Students

The objective of these procedures is to provide prompt, fair equitable resolutions of all student grievances. A grievance that should be resolved under these procedures is one that rests on an allegation by a student (undergraduate or graduate) that he or she has been treated with substantial unfairness by another student or by a faculty, staff, or student employee of the University. These procedures are not intended to be used when the University takes disciplinary action against a student for violation of the Student Code of Conduct or related student actions. If you believe your rights or freedoms have been violated, you are advised to use the grievance procedure.

Students' rights and freedom include, but are not limited to, such things as discrimination on the basis of race, color, national origin, disability, religion, age and sexual preferences, as well as sexual harassment. We hope our students will attempt to resolve problems first through the informal grievance procedure. If the grievance is not resolved satisfactorily through the informal procedure, students may file a formal written grievance

Under no circumstances will the filing of a grievance result in retaliation by the party being grieved against or his or her department.

1. Informal Grievance Procedure:

Any student who believes he or she has grounds for a grievance should make an attempt in good faith to resolve the problem through early informal discussion of the matter with the student academic, administrative, or staff member directly involved. If the student is not satisfied, the student will attempt to resolve the grievance through either of the following channels.

- (a) In the case of academic personnel, through the Chairperson of the department, and if resolution still cannot be attained, the Vice Chancellor for Academic Affairs.
- (b) In the case of student, support staff or administrative personnel, through the employee's supervisor, and if resolution still cannot be attained, the Head of the Administrative Unit, or Vice Chancellor.

2. Formal Grievance Procedure:

A student who is dissatisfied with the outcome of an informal inquiry may submit a complaint for resolution under this grievance procedure. A student, faculty, or staff member who has a grievance against another student will proceed in accordance with the Student Code of Conduct. A student who has a grievance against faculty, staff, or student employee of the University will proceed in accordance with these grievance procedures.

Within a reasonable time after the conclusion of unsuccessful efforts to resolve the matter through informal review, the student shall present to the supervisor of the unit, the Vice Chancellor, or his or her designee, who will serve as the hearing officer, a written statement of the grievance and any action that may have been taken. The supervisor, Vice Chancellor, or designee will determine whether or not the situation states a grieveable offense. The matter will be closed if the situation is determined not grieveable and the person will be notified of the reason.

If the matter is determined to be grieveable, the supervisor, Vice Chancellor or designee (which may be an individual or a committee) shall hear the grievance. A hearing should be held that will give the student, respondent, and others invited to appear, the opportunity to explain what they know about the issues surrounding the grievance. Considering the oral and written statements and documents, the supervisor, Vice

Chancellor, or designee shall issue a decision within ten (10) calendar days of close of the hearing. The decision shall be served upon the grievant and the respondent, which will reject or grant the grievance, and make recommendation(s) to resolve the issue. The supervisor, Vice Chancellor's or designee's decision is final unless a Petition or Letter for Review is filed with the Vice Chancellor of Student Affairs by either party within five (5) calendar days of the decision.

Upon receipt of the Petition for Review, the Vice Chancellor of Student Affairs or designee, will review the record and either issue a written decision in ten (10) calendar days, or refer the process to the next appropriate level according to the appellate flow chart in the Student Code of Conduct.

500.1.3

Adopted: 06/14/05

ELIZABETH CITY STATE UNIVERSITY

Student Rights and Steps in the Judicial Process

STUDENT RIGHTS

1. Written notification of the charges; time and place of the hearing must be issued at least five (5) days before the hearing;
2. Select his (or her) own defense counsel (counsel may be appointed by student court hearing case). Counsel may not include a professional attorney or the student's parents;
3. Have a character witness in his (or her) behalf. Prior to the hearing, the student must be given the opportunity to review all written evidence, and to obtain a list of all witnesses; and
4. Plead innocent under any circumstances without fear of being tried for lying relative to the plea is proven guilty. However, a student may be charged with perjury.

STEPS IN THE JUDICIAL PROCESS

1. Written complaints should be made to the Vice Chancellor for Student Affairs or designee. Charges may be brought by students, faculty, staff or administrator. The charge must be in writing, and must include factual information supporting the allegation. Anonymous charges will not be permitted.
2. The Vice Chancellor or a designated University official determines whether the charge is to be pursued. This determination should be made within thirty (30) calendar days after the initiation of the charge.
3. If a charge is to be pursued, it is then referred to a hearing official or body. The student must be notified in writing of the charge, the referral, and the hearing date. The hearing should not be scheduled for at least five (5) calendar days, unless the student agrees to an earlier hearing date. For major violations, the hearing should not be scheduled for at least 10 (ten) calendar days. A committee member or official who has conflict with, bias about or interest in the case should recuse himself. If the committee member refuses to recuse himself, an institutional official should make the recusal decision.
4. The student may waive the hearing and accept a sanction proposed by the designated University official. The waiver and acceptance must be in writing, and signed by the student and the designated University official.
5. If a hearing is held, it may occur as a meeting between the hearing body/official and the student. It will be a closed meeting. No attorneys are allowed in the proceeding. (Both parties may have a non-attorney assistant of choice at the hearing). Witness testimony and documents may be received from both the designated University official and the student, who will both be present during all of the evidentiary

presentations. At the end of the hearing, the body/official will determine whether the charging official has shown (by a preponderance of the evidence) that the student committed the offense as charged. This determination must be based solely on the evidence presented at the hearing or meeting.

6. The decision may be final or it may be a recommendation for final decision by a designated University official. The final administrative decision must be transmitted to the student within ten (10) calendar days, and it must contain a brief summary of the evidence upon which the decision is based.

The student found guilty has the right to appeal to the next appellate level within five (5) working days. He or she must document evidence of one or more of the following:

1. Prejudicial error by the hearing body members;
2. Additional evidence, which could not be produced at the original hearing;
3. The decision of judgment was not supported by the evidence;
4. The sanction was excessive.

Adopted: 06/14/05

ELIZABETH CITY STATE UNIVERSITY Appellate Flow Chart

<u>Hearing Body:</u>	<u>Appeal to:</u>
1. Residence Hall Council	1a. Student Court
2. Student Court	2a. Joint Council for Student Affairs
3. Pan-Hellenic Council	3a. Vice Chancellor for Student Affairs
4. Joint Council for Student Affairs	4a. Administrative Hearing
5. Administrative Hearing	5a. Vice Chancellor for Student Affairs
6. Vice Chancellor and/or designee	6a. Chancellor
7. Chancellor	7a. Board of Trustees (Expulsion only)

Adopted: 06/14/05

ELIZABETH CITY STATE UNIVERSITY Student Hearing Bodies and Procedures

HEARING BODIES

1. Residence Hall Council Court is composed of the elected officers of a given residence hall. This body shall hear minor infractions that are associated with residential living. A residence hall director shall be the designated advisor to this body.
2. Student Court is appointed by the President of the Student Government Association. It will be comprised of the Chief Justice, eight Associate Justices, and the SGA Attorney General. The Advisor shall be the Dean of Student Life/Associate Vice Chancellor for Student Affairs. This body shall hear minor and major violations as assigned by the Vice Chancellor for Student Affairs.
3. Joint Council for Student Affairs is appointed by the Vice Chancellor of Student Affairs and shall be composed of a chairperson, and three faculty-staff representatives, one alternate student, and one alternate faculty-staff representative. The SGA Attorney General shall be the student appointee. This body hears cases of major violations.

4. Pan-Hellenic/Inter-Fraternity Council has oversight of all Greek organizations. The Council receives and hears the official report of all charges against Greek organizations, except a suspension or expulsion that is determined/approved by the Vice Chancellor for Student Affairs. An organization has the right to appeal any decision, in accordance with campus appellate procedures.
5. Administrative Hearings may be composed of one or more university officials, including the Vice Chancellor for Student Affairs' designee(s) who is responsible for student decorum.

HEARING BODY PROCEDURES

1. The student will be notified at least five (5) days of the charges and is informed of what hearing body will be conducting the hearing and his or her rights.
2. The Hearing Body will convene with a call to order by the chairperson.
3. A transcript or other verbatim record of the hearing is prepared.
4. All hearings will be closed to the public unless agreed upon by both parties.
5. A statement is given by the chairperson relative to the nature of the complaint, and who is accused. Copies of the charges are distributed to the members of the Hearing Body. The chairman asks the accused if he or she understands the nature of the charges; if no, they are read; if yes, a plea is requested.
6. **Student's Plea:**
 1. Plea of guilty - the hearing retires to make its recommendation regarding institutional sanctions.
Move to step 8
 2. Plea of not guilty - the hearing body proceeds with the hearing.
7. **Opening Statements:**

If the hearing proceeds, the chairperson instructs the accuser to make an opening statement. The accused is then instructed to make any rebuttal statements.
8. A committee member or hearing official who has a conflict with, bias about or an interest in a case must recuse himself. If the committee member refuses to recuse himself, an institutional official should make the recusal decision. The student must also be given the opportunity to challenge a committee member or hearing official on these grounds. The decision on the challenge must be made by the committee or official within five (5) calendar days. If necessary, substituted hearing members should be appointed at that time.
9. The student must be given the opportunity to present any witness or documentary evidence that he or she offers, provided the evidence is relevant to the charge or other evidence presented and does not otherwise infringe on the rights of other students.
10. Witnesses are called. Each side has the right to ask questions of each witness.
11. Witnesses may be recalled by either the accused or the accuser.
12. Summary statements may be offered by each side.
13. The chairperson retires the Hearing Body for deliberation. He or she defines the issues presented in the hearing. Any questions are clarified. A recommendation is made by majority vote with the chairperson voting only in case of a tie vote. He or she asks for a decision of:
 1. Guilty or innocent
 2. If a guilty plea is entered, recommended sanction
14. The Hearing Body's recommendation for sanctions is then sent to the Vice Chancellor for Student Affairs.
15. The decision may be final or it may be a recommendation for a final decision by a designated official. The final administrative decision must be reached within forty (40) calendar days after the hearing is completed. The final decision is made and it must contain a summary of the evidence upon which the decision is based.
16. The Vice Chancellor for Student Affairs or designee notifies appropriate University officials of the outcome of all hearings and/or appeals.
17. The Vice Chancellor for Student Affairs or his or her designee will send the decision to the student found guilty informing him or her of his/her right of appeal, to whom and within what time frame. Students found not guilty, the Vice Chancellor for Student Affairs or designee will inform them of such.

18. A written record of all pertinent dates shall be filed in the Vice Chancellor for Student Affairs' files in case there is an appeal.
19. Appeal rights must be specified in the decision letter. At least one level of administrative appeal must be permitted and the time limits in which to appeal and the permitted grounds for appeal must be articulated.
20. In the case of suspension, the appeal should be forwarded to the Chancellor. (The Chancellor's appeal decision is final.)
21. When the sanction is expulsion, an appeal may be made to the Board of Trustees. No appeal to the President of the UNC System is permitted. Appeals from decisions of the Board of Trustees to the Board of Governors are allowable when the sanction is expulsion

500.1.6

Adopted: 06/14/05

ELIZABETH CITY STATE UNIVERSITY

Automatic Suspensions

The rules and regulations of Elizabeth City State University are formulated to promote the educational, social and cultural well being of students attending the University. Because of the nature of some antisocial behaviors or actions, certain violations by a student will subject him (or her) to automatic suspension from the University pending a judicial hearing before the appropriate hearing body. The Vice Chancellor for Student Affairs may impose automatic suspension for the following behaviors or actions that violate the Student Code of Conduct:

1. Commission of a sexual offense (forcible or non-forcible).
2. Possession or use of chemicals, firearms, and/or other weapons
3. Assault upon another person or self, with the intent to do bodily harm, which includes, but are not limited to knives, razors and clubs.
4. Failure to appear before a disciplinary committee or failure to carry out the action imposed by a disciplinary committee when no appeal of the sanction has been made.
5. Physical and/or sexual abuse of any person or persons.
6. Wanton destruction of University property and/or the destruction of property belonging to the University.
7. Hate crimes that show evidence of prejudicial treatment or speech based on one's race, religion, sexual orientation or ethnicity.
1. Arrested for a misdemeanor or felony by University or police or other authorized law enforcement officials.
2. Students who are charged with criminal acts by law enforcement agents in the form of felony or misdemeanor warrants may be suspended from the University immediately.
3. Failure to notify the Vice Chancellor for Student Affairs (in writing) of any arrest or arrests that a student has been involved with.
4. Any behavior or disorder that impedes hinders or prevents the attainment of educational, research, or other goals of the University related to the mutual process of teaching and learning.

ELIZABETH CITY STATE UNIVERSITY
Example of Sanctions and Types of Violations

EXAMPLE OF SANCTIONS

1. **Expulsion.** Permanent dismissal from the University (Chancellor's approval required).
2. **Suspension.** Dismissal from the University for a specified period of time or under specific conditions.
3. **Suspended Suspension.** Suspension revoked under certain conditions as long as no other violations occur.
4. **Withdrawal.** Student is allowed to withdraw and return after specified time with no entry on official records other than withdrawal.
5. **Probation.** Student is allowed to continue matriculation at the university as long as no recurrence of violation(s) and/or violation of the conditions(s) of probation.
6. **Restitution.** Student must pay for damages of public or private property for which he (or she) was responsible for.
7. **Warning/Admonishment.** Written reprimand or unacceptable behavior.
8. **Removal of Privileges.** Limitation on participating in activities such as holding office, playing sports or other student related activities.
9. **Withhold Registration Privilege or Release of Transcript.** A temporary sanction imposed until a previous sanction has been completed.
10. **Behavioral Counseling.** Appointments for counseling and follow-up with appropriate University personnel.
11. **Fine**
12. **Other sanctions, as appropriate**

TYPES OF VIOLATIONS

Minor Violations are considered violations that may result in any of the above sanctions, excluding suspension and/or expulsion. (The asterisk (*) violations are also detailed in the university's residence hall contract.)

1. Making a loud noise in or out of residence halls or other destructive behavior that interferes with the rights of others or quiet hours. (*)
2. Violations of Co-ed Visitation regulations. (*)
3. Playing musical instruments without authorization, or outside practice rooms. (*)
4. Unauthorized removal of University property. (*)
5. Failing to maintain reasonable quietness in residence halls, such as playing music or instruments too loudly, screaming or other excessive noisemaking. (*)
6. Any misuse of approved excuses or aiding or abetting.
7. Failing to sign in or out of residence halls (when expected to do so) falsifying register. (*)
8. Repeated failure to keep residence hall room clean. (*)
9. Illegal use of or attempt to use an identification card of another student.
10. Violation of established cafeteria rules.

ELIZABETH CITY STATE UNIVERSITY
Readmission Following Suspension

Students who are suspended for Code of Conduct violations must be approved for readmission by the Joint Council for Student Affairs, before they are eligible to return. The student must submit, in writing, a request for readmission to the Vice Chancellor for Student Affairs. This request should show evidence that all conditions of the suspension have been satisfied/completed. The Vice Chancellor will convene the Joint Council for approval and the Council's decision will be forwarded to the Registrar's Office for action. (Students suspended for arrests related to felony or misdemeanor charges, must provide documentation to show that their legal case has been adjudicated.)

ELIZABETH CITY STATE UNIVERSITY
Policy on Firearms and Weapons

Possession or use of all firearms, including rocks, sticks, knives, razors, water guns, and firecrackers are subject to automatic suspension from Elizabeth City State University. Possession of weapons (guns) on school campuses or firing a gun on a school campus is a felony offense. G.S. 14-269.2(b)

- All weapons, including all types of firearms: Pistols, rifles, knives, explosive devices such as firecrackers and smoke bombs, and any item that used any form of gun powder.
- All air or gas powdered firearms are prohibited including BB guns, rifles and pellet guns.
- Toy guns, water guns, and pistols that bear a closer resemblance to "real firearms" which potentially are dangerous may be subject to University discipline if the use of such "toys and water guns" is used in a manner that violates the code of acceptable behavior.
- Possession is defined as the following:
 - On you
 - In your room or closet, in open view or concealed in your room
 - In a motor vehicle registered to any student, employee, visitor, or guest
- Possession of any firearm as referred to above will result in prompt eviction from the residence halls as stated in I item 13 of the "Campus Housing Agreement" and item 18 of the "Residence Life Student Manual."

Any student with knowledge that these are on campus should contact the Campus Police Crime Line at 335-3555. All calls are anonymous and confidential.

ELIZABETH CITY STATE UNIVERSITY
Student Policy on Illegal Drugs

Preamble

Elizabeth City State University's Board of Trustees is committed to the proposition that students, faculty, and staff should be able to engage in the scholarly pursuits of teaching, learning discourse, and research free from illegal drug use and/or abuse. Knowing the dangers of illegal drug use, the Board of Trustees has adopted a policy to safeguard the welfare and integrity of the University community. The University rules and regulations on illegal drugs are designed to promote academic integrity and an appropriate learning atmosphere for students, faculty and staff. To accomplish these goals, the possession and/or use of illegal drugs is prohibited at Elizabeth City State University.

1. Educational Programs and Activities

Drug prevention on ECSU's campus has at its base educational programming and activities on drug abuse. In implementing its educational programming on illegal drug use and possession ECSU will conduct activities including but not limited to:

- Anonymous surveys to identify the extend to which campus drug problems exist;
- Seminars on substance abuse;
- Drug and Alcohol Awareness Week activities with print and electronic media advertising;
- Outreach programs utilizing community services;
- Contacting academic departments to address substance abuse in appropriate health and physical education courses;
- Special events such as film fairs, sporting events, campus extravaganzas, panel discussions, etc.;
- Publishing and distribution of fact sheets and other printed literature on substance abuse; and
- Providing drug abuse awareness training.

2. Counseling and Referrals

The entire university community is responsible for assisting in maintaining a drug-free campus. Members of the university community are urged to bring forward any information to university officials regarding drug abuse treatment needs and/or illegal drug use of illegal drug possession. The identity of an individual who brings forth information regarding illegal drug use and/or possession shall remain confidential unless law requires disclosure. ECSU's Counseling Center will make referrals to appropriate local or State agencies for students who voluntarily contact the Counseling Center to seek drug abuse treatment.

3. Enforcement and Penalties

This policy is expressly subject to all applicable laws relative to "controlled substances" including Chapter 90, Article 5 North Carolina Controlled Substance Act of the North Carolina General Statutes.

Any student who violated the laws on illegal drug use and possession shall be subject both to criminal prosecution and punishment by the State of North Carolina and disciplinary action by the university. It is not considered "double jeopardy" for the university to impose sanctions in addition to criminal penalties for the same specified conduct. University sanctions for violation of this policy shall be imposed in accordance with the procedural safeguards applicable to disciplinary actions against students as set forth in the current student handbook.

A. Penalties for Trafficking Illegal Drugs

- Any student who violates this policy by the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver of any controlled substance as identified in Chapter 90, Article 5 of the North Carolina General Statutes (Schedule I-V, N.C.G.S. 90-89 and 90-93) including but not limited to heroin, mescaline, lysergic acid, diethylamide, opium, cocaine, amphetamine or methaqualone shall be expelled from the university.
- Any student who violates this policy by the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver of any controlled substance as identified in Chapter 90, Article 5 of the North Carolina General Statutes (Schedule VI, N.C.G.S. 90-94) including but not limited to marijuana for a first offense shall be suspended from enrollment at the university for at least one semester or its equivalent
- Any student who violates this policy by the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver of any controlled substance as identified in Chapter 90, Article 5 of the North Carolina General Statutes (Schedule VI, N.C.G.S. 90 –94) including but not limited to marijuana for a second offense shall be expelled from the university.

B. Penalties for Illegal Possession of Drugs

- Any student who violates this policy by possession and controlled substance as identified in Chapter 90, Article 5 of the North Carolina General Statutes (Schedule VI, N.C.G.S. 90-98) including but not limited to heroin, mescaline, lysergic acid, diethylamide, opium, cocaine, amphetamine or methaqualone shall be suspended from enrollment at the university for at least one year. Parents or legal guardians of students under the age of twenty-one shall be notified.
- Any student who violates this policy by possessing any controlled substance as identified in Chapter 90, Article 5 of the North Carolina General Statutes (Schedule VI, N.C.G.S. 90-94), including but not limited to marijuana, shall be placed on probation for at least one semester, assessed a fifty dollar (\$50.00) administrative fee; referred to individual or group counseling sessions at the university Counseling Center and required to fulfill six hours of community service for a first offense. A first time offender may also be subject to suspension from the University for Violations that include property damage, personal assault or failure to cooperate with university officials. Parents or legal guardians of students under the age of twenty-one shall be notified of the offense. In the case of an individual who wishes to either return
- or re-enroll after being suspended under this policy, the person shall return under probation and must agree to participate in a drug education and counseling program, consent to regular drug testing and accept such other conditions or restrictions, including a program of community service, as the Chancellor
- the Chancellor's designee deems appropriate. Refusal or failure to abide by the term of return or re-enrollment shall result in suspension.
- Any student who violates this policy with a second offense of possessing any controlled substance as identified in Chapter 90, Article 5 of the North Carolina General Statutes shall be expelled from the university. Parents or legal guardians of students under the age of twenty-one shall be notified of the offense.

DISCIPLINARY ACTIONS PENDING FINAL DISPOSITION

If a student is charged with violating this policy, he or she may be suspended from enrollment before initiation or completion of disciplinary proceedings if the Chancellor or the Chancellor's designee determines that the student's continued presence within the university community poses a clear and immediate danger to the health or welfare of other members of the university community. If a suspension is imposed under such circumstances, a hearing shall be held as promptly as possible thereafter.

TABLES

DRUG	EFFECT/HEALTH RISKS	PENALTIES FOR POSSESSION/ SALE N.C. LAW	PENALTIES FOR POSSESSION ON THE CAMPUS	PENALTIES FOR SELLING ON THE CAMPUS
LSD	Mainly psychological; hallucinations/perception distortions; unable to function normally; accidents common; can produce anxiety, elevation in temperature, heart rate, and respiration	POSS. - MAX: 5 years imprisonment and fine (for any amount) SALE - MAX: 10 years imprisonment and fine (for any amount)	MIN: Suspension from enrollment for at least one year or its equivalent (first offense) with more severe penalties for second offense, including student expulsion	Student expulsion.
HEROIN	Psychological/physical dependence; relaxer and pain reliever, causing sluggishness and sleep at inappropriate/dangerous times; AIDS a possibility with intravenous injection; addition can be passed to child born to user; overdose can result in death.	POSS. - MAX: 5 years imprisonment and fine (for any amount) SALE - MAX: 10 years imprisonment and fine (for any amount)	Same as above	Student expulsion

DRUG	EFFECT/HEALTH RISKS	PENALTIES FOR POSSESSION/ SALE N.C. LAW	PENALTIES FOR POSSESSION ON THE CAMPUS	PENALTIES FOR SELLING ON THE CAMPUS
OPIUM	Less potent than heroin; physical / psychological dependence sluggish & sleep at inappropriate times; AIDS a possibility w/intravenous injection; addiction can be passed to unborn child; death possible from overdose	<p>POSS. - MAX: 5 years imprisonment and fine (100+ dosage units); for lesser amounts: 2 years imprisonment and \$2,000 fine</p> <p>SALE - MAX: 10 years imprisonment and fine (for any amount)</p>	MIN: Suspension from enrollment for at least one year or its equivalent (first offense) with more severe penalties for second offense, including student expulsion	Student expulsion
COCAINE	Powder or crystals, affects respiration, heart rate, blood pressure, sugar levels; leads to tumors, chronic fatigue, dangerous weight loss, sexual impotence, insomnia, habitual use: irritability, paranoia, hallucinations. Regardless of length of use, sometimes seizures lead to heart fibrillations and stroke. Death may follow	<p>POSS. - MAX: 5 years imprisonment and fine (100+ dosage units); for lesser amounts: 2 years imprisonment and \$2,000 fine</p> <p>SALE - MAX: 10 years imprisonment and fine (for any amount)</p>	Same as above	Student expulsion

DRUG	EFFECT/HEALTH RISKS	PENALTIES FOR POSSESSION/ SALE N.C. LAW	PENALTIES FOR POSSESSION ON THE CAMPUS	PENALTIES FOR SELLING ON THE CAMPUS
PSILOCYBIN	Mainly psychological, hallucinations/perception distortions unable to function normally, accidents common; can produce anxiety, elevation in temperature heart rate, and respiration	POSS. - MAX: 5 years imprisonment and fine (for any amount) SALE - Max: 10 years imprisonment and fine (for any amount)	MIN: Suspension from enrollment for at least one year or its equivalent (first offense) with more severe penalties for second offense, including student expulsion	Student expulsion
BARBITURATES (e.g. Valium and Seconal)	Psychological/physical dependence; possible difficulty in breathing, lethargy, allergic reactions, nausea, dizziness; possible infant deformities; in high doses can cause death	POSS. - MAX: 5 years imprisonment and fine (100+ dosage units); for less amounts: 2 years imprisonment and \$2000 fine SALE - MAX: 10 years imprisonment and fine (for any amount)	Same as above	Student expulsion

DRUG	EFFECT/HEALTH RISKS	PENALTIES FOR POSSESSIONS/SAL E N.C.	PENALTIES FOR POSSESSION ON THE CAMPUS	PENALTIES FOR SELLING ON THE CAMPUS
MARIJUANA	Effects range from motor impairment to throat and lung cancer (2 ½ times tobacco tar). Particularly threatening for students is the way it damages short term memory and decreases concentration and learning abilities	<p>POSS. - Max: 2 years imprisonment and (more than ½ oz.)</p> <p>POSS. - Max: 5 years imprisonment and fine (more than 1 ½ oz.)</p> <p>SALE - Max: 10 years imprisonment and fine (for any amount)</p>	Probation, under conditions prescribed by institutions, including participation in drug education and counseling, regular drug testing and whatever else deemed appropriate. Failure to comply shall result in suspension from enrollment. For subsequent offenses, there will be progressively more severe penalties, including student suspension	MIN: Suspension from enrollment for at least one semester or its equivalent, for second offense, expulsion for student

ELIZABETH CITY STATE UNIVERSITY

Sexual Assault Policy for Students

Preamble

Elizabeth City State University (ECSU) is committed to providing a safe community in which students may matriculate with dignity and respect. To this end, acts of sexual assault are prohibited. Sexual assault refers to any sexual act(s) forced on another against his or her will. A student who violates this policy shall be subject to disciplinary action and may also be subject to criminal prosecution.

1. Reporting a Sexual Assault

- a. Any student who falls victim to a sexual assault on campus or anyone within the university community who has personal knowledge concerning a sexual assault occurring on campus should promptly report the incident to Campus Police.

2. Victim Not Subject to Disciplinary Action for Alcohol Violation

- a.. Disciplinary action will not be imposed on a sexual assault victim found to be in violation of ECSU's alcoholic beverage policy or illegal drug policy at the time of the incident.

3. Medical Attention

A sexual assault victim should seek immediate medical attention and refrain from changing clothing or performing personal hygiene until evidence has been collected. Students may seek medical assistance through Student Health Services or local medical facilities.

4. Option to Report to Local Law Enforcement

A sexual assault victim has the option of reporting the incident to local law enforcement officials in addition to reporting to Campus Police.

5. Campus Response to an Allegation of Sexual Assault

a. Investigation

Campus Police will investigate any alleged incident(s) of sexual assault and report the findings to the Vice Chancellor for Student Affairs.

b. Alternate Academic and/or Living Assignments

A sexual assault victim may request an alternate class schedule and/or residence hall room assignment as a result of the incident. Upon receipt of such a request, ECSU will assist a victim with an alternate class schedule or room assignment if reasonably possible.

c. Confidentiality

Information provided or gathered in connection with an allegation of sexual assault will be treated as confidential except to the extent that information has to be disclosed in accordance with the law and as is necessary for the university to investigate the allegation(s) and take appropriate action.

d. Services for Victim

- **Campus Counseling**

Counselors are available at the Counseling and Testing Center to assist a victim with emotional or mental hardships that may result from a sexual assault.

- **Educational Programs and Activities**

A sexual assault victim may participate in educational programs and activities on sexual assault offered through the Office of Student Health Services, the Counseling and Testing Center and the Office of Housing and Residence Life

- **Local Services**

In addition to campus services, Albemarle Hopeline is a local organization that offers a 24-hour crisis counseling service and assistance to sexual assault victims free of charge.

e. Services for the Accused

- **Campus Counseling**

All students accused of committing a sexual assault, may seek counseling services at the Counseling and Testing Center

- **Educational Programs and Activities**

All students, accused of committing a sexual assault, may participate in educational programs on sexual assault offered through the Office of Student Health Services, the Counseling and Testing Center and the Office of Residence Life but shall not be placed in group sessions with the accuser.

f. Procedures For Reporting Sexual Assault and Services Available to Assist Victim of Sexual Assault

Elizabeth City State University is committed to providing a safe environment for the University community and will not tolerate acts of sexual assault. Sexual assault refers to any sexual act(s) forced on another against his or her will. Force, in this context, includes: physical force; mental or emotional pressure; coercion or manipulation. To this end, if a student is victimized by sexual assault on campus, the incident should be reported immediately to Campus Police at 335-3481.

A Victim of sexual assault may experience emotional hardships as a result. The University's Counseling Center has counselors on staff to assist in addressing emotional issues of this type. Counselors may be reached at 335-3273. The University also offers educational programs on sexual assault through Student Health Services. Information on these programs is available at 335-3267.

In addition to University services, Albemarle Hopeline is a local non-profit organization that assists victims of sexual assault. Albemarle Hopeline maintains a twenty-four (24) hour crisis counseling telephone at 338-3011.

ELIZABETH CITY STATE UNIVERSITY
Policy on Protocols for Responding to Disruptive and Threatening Student Behavior

Preamble

Elizabeth City State University (ECSU) recognizes that some students may face pressures coping with university life that could result in disruptive and/or threatening behaviors. To this end, ECSU strives to create a climate where students are welcome to talk to counselors about personal problems and where referrals to mental health professionals are not stigmatized. However, a student who engages in behavior that: violates the Student Code of Conduct; potentially poses a threat to his/her life; others or property may be subject to an involuntary dismissal from the university or suspension from a residence hall. This policy establishes the university protocols for responding to disruptive and/or threatening student behaviors.

5. Behavioral-related Withdrawals from the University

A. Voluntary Withdrawals

A student who has engaged in disruptive or threatening behavior may voluntarily withdraw from the university by submitting medical documentation verifying that his/her behavior is related to an illness and the date of onset of the illness.

B. Involuntary Withdrawals

The Vice Chancellor for Student Affairs (or designee) may administratively initiate the involuntary dismissal of any student who violates the Student Code of Conduct or engages in behavior that may threaten his/her life, others or property.

6. Residence Hall Suspensions

The Vice Chancellor for Student Affairs (or designee) may administratively suspend any student from a residence hall who violates the Student Code of Conduct or engages in behavior that may threaten his/her life, others or property.

7. Appeals

A student will be advised of his/her right to appeal and a hearing regarding an administrative decision of involuntary withdrawal from the university or suspension from a residence hall.

8. Referrals

A. Disruptive and/or Threatening Behaviors

For purposes of this policy, disruptive and threatening behaviors refer to student behaviors that may be life threatening including but not limited to: suicide threats; suicide attempts; verbal threats; physical threats or unstable behavior.

B. Emergency

Any student, faculty or staff who observes a student engaging in disruptive and/or threatening behaviors that pose an imminent threat to life is obligated to immediately contact Campus Police for emergency assistance.

C. Non Emergency

Any student, faculty or staff who observes a student engaging in disruptive and/or threatening behaviors that is not life threatening should contact and inform the Director of Counseling and Testing.

500.1.12

- i. The Director of Counseling and Testing or counseling staff member will meet with the referred student and make a decision as to whether or not a counseling services referral is needed. Counseling services referrals may consist of:
 - a) An emergency evaluation at an off-campus facility;
 - b) An evaluation for an on-campus appointment with a psychologist;
 - c) Counseling sessions with a university counselor; or
 - d) Other appropriate treatment

9. Notification

A. Student

- i. Involuntary Withdrawal/Residence Hall Suspensions
The Vice Chancellor or designee will generate a letter to a student who is referred for behavior reasons that will include the following:
 - a) Reference to the incident in which the student engaged in disruptive or threatening behavior and/or disruption of the academic process;
 - b) Any required psychological evaluations;
 - c) Requirements for return to campus.

B. Parental

The parents/guardian of a student will be contacted if a student engages in life threatening behavior.

10. Emergency Hospitalizations

A. Transportation

Campus Police or an ambulance will transport a student who engages in life threatening behavior to the local hospital.

B. Hospitalization

If a student is admitted to the local hospital:

- i. A university counselor will go to the hospital to make contact with the student;
- ii. A university counselor may also provide counseling support services to the hospitalized student's roommate or others who were present or affected by the incident;
- iii. The hospitalized student will be asked to sign a release of information form to permit the hospital to share medical information with the university and to contact the Office of Student Affairs and the Counseling Center when discharge is expected;
- iv. The hospitalized student will be asked to contact his/her parents or guardians. If the hospitalized student is unwilling or unable, the Vice Chancellor for Student Affairs (or designee) will contact the hospitalized student's parents/guardian to notify them of the incident.

C. Further Assessment and Treatment

- i. The local Sheriff's Department will normally transport a hospitalized student to another facility if the hospital medical staff determines that the hospitalized student is in need of further assessment and treatment.

- ii. The hospitalized student is responsible for informing his/her professors of the medical-related absences.
 - a) The Counseling Center will assist a student in contacting professors of the medical-related absences if needed

500.1.12

D. Discharge

- i. Prior to discharge, ECSU must be notified by medical personnel of the hospitalized student's status, including a confirmation as to whether or not the student is able to return to campus, live on campus and recommendations for any follow-up treatment;
- ii. The hospitalized student will be advised of the campus procedure and documentation required to return to classes and residence hall, if applicable;

11. Conditions for Return to University and/or Residence Hall

After being separated from the campus for behavioral reasons, students must complete the following conditions to be cleared to return to classes and/or a residence hall:

- A. Meet with the Vice Chancellor for Student Affairs (or designee) to submit documentation from a mental health professional confirming whether or not: the student is no longer a threat to himself/herself or others; can safely participate in his/her academic program and/or resume independent living in a residence hall.
- B. Schedule an appointment with a mental health care provider and make an immediate appointment with the Director of Counseling and Testing or make an on-campus appointment with a psychologist for continued counseling support.
- C. A student will be referred to the Campus Disability Coordinator if he/she requests permission to remain enrolled or housed at a residence hall as an accommodation to a disability.

500.2.1

Adopted: 06/08/04

ELIZABETH CITY STATE UNIVERSITY

Residence Life Policy on Abandoned Personal Property

Preamble

Elizabeth City State University has official residence hall checkout procedures, which require students to remove all personal property from assigned rooms when vacating the premises. This policy governs how abandoned personal property left in residence hall rooms after official checkout will be handled.

1. Disposition of Abandoned Personal Property

- a. The Office of Housing and Residence Life, at the end of five business days following an official residence hall closing, will dispose of the abandoned personal property left in the residence hall rooms.
- b. Students, who abandon personal property in residence hall rooms and do not reclaim the item(s) within five business days from the official residence hall closing date, shall be charged a non-refundable fee of \$25.00. Roommates will equally share the fee if the specific property owner cannot be identified. This fee will be assessed to cover the costs of removing the item(s), storage and disposition.

- c. The Office of Housing and Residence Life reserves the right to move abandoned personal property item(s) prior to the end of the five business days in order to comply with immediate housing obligations.

500.2.1

- d. The assigned occupant retains ownership of the abandoned property until the end of the five business days and the university does not assume responsibility for loss or damages, which may occur during this time period.

2. Reclaiming Personal Property from the Residence Halls Policy on Lock out Fee

Students who abandon property in residence hall rooms, may reclaim the property within five business days from the official residence hall closing date by contacting the Director of Housing and Residence Life to make arrangements to retrieve the item(s).

500.2.2

Adopted: 06/08/99

Amended: 06/09/09

ELIZABETH STATE UNIVERSITY

Residence Life Co-educational Visitation Policy

Preamble

Students living in the residence halls (excluding first year students) may choose to have visitors in their individual living space. Co-ed visitation refers to the specific times when students who reside in campus housing facilities may host guests of the opposite genders in residence hall rooms or in common living areas of the Complex suites. Visitation privileges may not interfere with students' right to privacy, study, sleep, or compromise safety and security measures while living in the residence halls. Visitors of the opposite gender must be escorted to and from rooms and common areas at all times by the residents of the building. This also includes visitors of the same gender. Residents are responsible for the conduct of their guests.

1. Visitation Hours

- a. Co-ed visitation (upperclassman only) may only occur during the following hours: Sunday through Thursday-2:00 p.m. to 12 midnight Friday and Saturday- 2:00 p.m. to 1:00 a.m.
- b. Visitation hours (not co-ed visitation) for freshmen may only occur during the following hours: 6p.m. to 12a.m.

2. Procedures

All students participating in co-ed visitation must have guests officially check in the residence hall or Complex suites prior to a visit and check out of the residence hall or Complex suites at the conclusion of the visit. Guests will not be allowed to check in 30 minutes prior to the end of a co-ed visitation period. Each student participating in co-ed visitation is allowed to host one co-ed guest at a time.

- a. All guests must call the resident prior to entering the building.
- b. No more than (2) guests per occupant.

c. All guests must check-in at the front desk of the residence hall by presenting a valid photo identification card. ECSU students may present a valid student identification card to satisfy this requirement.

500.2.2

d. All guests must receive a guest pass from the front desk attendant. The pass must remain in the guest's possession for the entire length of the visit. ID will be returned upon check out.

e. The student host/hostess must meet his/her guest at the front desk and escort his/her guest throughout the visit.

f. All guests must check-out at the front desk of the residence hall by turning in the guest pass.

g. Co-ed guests may only utilize restroom facilities designated for the public.

h. Overnight guests with permission only are permitted to spend (3) days/nights same gender. An overnight guest must leave when requested by the roommate, Dorm Administrator or after 72 hours.

3. Penalties

a. Any student who violates the Co-ed Visitation policy shall be subject to the sanctions set forth below: Based on the nature of the violation, the University student judicial process may be invoked and may lead to stiffer sanctions including suspension.

1st Violation: A student offender shall be subject to one (1) year probation and six (6) hours of community service.

2nd Violation: A student offender shall lose his/her on campus housing privileges for one (1) year.

500.2.4

Adopted: 03/02/04

Amended: 06/08/10

ELIZABETH CITY STATE UNIVERSITY Check-in and Check-out Policy for Residence Halls

Preamble

Elizabeth City State University (ECSU) establishes dates and times that its residence halls officially open and close each academic year and during summer sessions. This policy shall govern the manner in which occupancy within ECSU residence halls begins at check-in, ends at check-out or may be otherwise extended or terminated.

1. Regular Check-in and Check-out

A. Official Residence Hall Opening and Closing Dates

Residence halls open for regular check-in and close for regular check-out in accordance with ECSU's official opening and closing dates.

B. Notification to Students

The Office of Housing and Residence Life is responsible for notifying boarding students of the official dates for:

- (1) Regular check-in and check-out each semester and summer session;
- (2) Residence hall closings for semester breaks, holidays and emergencies.

500.2.4

2. Early Check-in and Late Check-out

A. Unusual Hardship Situations

Boarding students may request permission to check into a residence hall early or check out of a residence hall late if the official opening and closing dates create an unusual hardship for the student.

B. Participation in ECSU Programs

It is acknowledged that boarding students may participate in certain university programs (i.e. athletic teams, cheerleading or student workers assigned to ECSU's radio station, etc.) which commence prior to or extend beyond the official residence hall opening and closing dates. Boarding students who participate in such programs will be allowed an early check-in or late check-out in accordance with the official schedule of the relevant university program.

C. Procedures for Early Check-in or Late Check-out

i. Requests for Early Check-in or Late Check-out

(1) Unusual Hardship Situations

Boarding students who seek permission for an early check-in or late check-out due to unusual hardship must submit a request in writing. The written request must be submitted to the Director of Housing and Residence Life at least two (2) weeks prior to the official opening or closing of the residence halls and must specify the reasons for the request. Written requests will be reviewed and decided by the Director of Housing and Residence Life.

(2) Participation in University Programs

Housing arrangements for early check-in or late check-out for boarding students due to participation in university programs shall be coordinated by the head of the relevant university program and the Director of Housing and Residence Life.

ii. Early Check-in or Late Check-out Housing Assignments

Boarding students who are granted an early check-in or late check-out will receive a housing assignment for the extended period from the Director of Housing and Residence Life which may differ from the student's regular housing assignment.

D. Early Check-in and Late Check-out Fees

Any boarding student, other than a participant in a university program which requires extended housing, shall be charged a non-refundable fee in the amount of twenty-five dollars per day (\$25.00/day).

3. Early Check-Outs

A. Withdrawal from the University

A boarding student who withdraws from ECSU is subject to a mandatory early check-out and must vacate his or her housing assignment within twelve (12) hours of withdrawing from the university.

B. Disciplinary Suspensions

i. Academic Suspensions

A boarding student who is placed on academic suspension is subject to a mandatory early check-out and must vacate his or her housing assignment within twenty-four (24) hours of receiving notice of the academic suspension.

ii. Disciplinary Suspensions

A boarding student who is placed on disciplinary suspension is subject to a mandatory early check-out and must vacate his or her housing assignment within twelve (12) hours of receiving notice of the disciplinary suspension.

C. Under Twelve (12) Credit Hours

A boarding student whose enrollment falls below twelve (12) credit hours is subject to a mandatory early check-out and must vacate his or her housing assignment within twenty four (24) hours of reducing his or her course load below twelve (12) credit hours.

D. Criminal Warrants and Violations of Smoking, Alcoholic Beverage and Illegal Drug Policies

A boarding student who is named as a defendant on a criminal warrant (felony or misdemeanor) or who is found in violation of ECSU's Smoking, Alcoholic Beverage or Illegal Drug policies is subject to a mandatory early check-out and must vacate his or her housing assignment within twelve (12) hours of discovery of issuance of a criminal warrant or upon discovery of the policy violation(s).

E. Firearms or Weapons Violations

A boarding student who is found in violation of the university's prohibition against possession and use of firearms and other weapons on campus is subject to a mandatory early check-out and must vacate his or her housing assignment immediately upon discovery of the violation.

4. Status of Campus Housing Assignments During a Disciplinary Appeal Process

Students who appeal disciplinary sanctions remain subject to the mandatory early check-out and will not be allowed to maintain a campus housing assignment during the course of the appeal process.

**ELIZABETH CITY STATE UNIVERSITY
Residence Life Policy - Lockout Fee**

Preamble

The Department of Housing and Residence Life has developed the Residence Hall Lockout Fee to address the problems caused by students who continually seek assistance in gaining entrance into the residence halls. Enacting a Residence Hall Lockout Fee helps to teach students to be more responsible for their actions, while still providing security and assistance for accidental room or building lockouts.

1. Procedure

- a. Students will not be assessed a lockout fee for the first 2 incidents requiring lockout assistance to their room or residence hall. Any incident requiring access to the front door of any residence hall as a result of a loss or misplaced ID card will be referred to disciplinary action as a violation of University policy.
- b. On the 3rd incident and all subsequent incidents, students will be assessed \$5.00 per incident. The student will also be required to meet with the Resident Administrator of his/her living area to discuss the repeated incidents, in which a disciplinary sanction may be warranted.
- c. The residence life staff will record each lockout request, and the names of students who are assessed a fee will be forwarded to Student Accounts for billing purposes.
- d. Students must clear all fees prior to vacating the residence halls at the completion of any semester. A hold will be placed on the student's records if the student's accounts are not cleared by the end of each semester.

- e. Records of lockouts will be removed at the conclusion of the academic year.

500.2.8

Adopted: 12/09/03

ELIZABETH CITY STATE UNIVERSITY

Residence Life Policy on Room Reassignments for Repairs

Preamble

Elizabeth City State University is committed to providing safe housing for its residential students and recognizes that occasions may arise when occupied rooms will require repairs. This policy shall govern situations, which necessitate students being displaced from assigned rooms in order for the university to make such repairs.

1. Reassignment to Alternate Campus Housing

- a. If university officials determine that an occupied residence hall room is in need of the type of repair, which necessitates relocation, the occupant(s) shall be reassigned to alternate campus housing if space is available.
- b. A reassignment for repairs will be a temporary room assignment until the repairs are completed unless the repairs require a substantial amount of time as set forth in Section 4 below.
- c. The Office of Housing and Residence Life will make reasonable efforts to reassign students to comparable alternate rooms but there is no guarantee.
- d. The Office of Housing and Residence Life will assist in moving reassigned student(s) to alternate campus housing.
- e. The Office of Housing and Residence Life will secure personal property items that are impractical to move to a temporary location, but such items must be inventoried in advance of reassignment.

2. Off-Campus Accommodations

If university officials determine that an occupied residence hall room is in need of the type of repair, which necessitates relocation of the occupant(s) and alternate campus housing is unavailable, the occupant(s) shall be temporarily relocated to off-campus accommodations until the repairs are completed.

3. Circumstances When Reassignment May Become Permanent

The university will make reasonable efforts to complete repairs expeditiously and to return a student to his or her original room assignment. In the event that room repairs cannot be completed expeditiously, the reassignment shall become permanent and the university will make any applicable adjustments to the housing fee.

4. Independent Relocation

A student, who declines a campus reassignment, and independently arranges alternate accommodations while his or her residence hall room is under repair, shall be responsible for all costs for the accommodations.

ELIZABETH CITY STATE UNIVERSITY
Housing and Residence Life Application Charge and Cancellation Policy

Preamble

Elizabeth City State University (ECSU) has limited residential housing on campus, and offers residential living to students that are admitted and enrolled at the University. A student accepting an assignment in any university residence hall at the beginning of the semester is responsible for the payment of room and board for the entire semester. The intent of this policy is to keep housing assignments current and to ensure housing needs are accommodated.

1. Application Charge:

- A) Students will be charged \$125.00 to process their application for a housing assignment.
- B) The application charge does not guarantee a housing assignment, does not go towards the payment of any future housing charges, and is non-refundable.

2. Cancellation:

- A) Students who cancel housing prior to the beginning of the semester will be charged a \$100.00 cancellation charge, and the \$125.00 application charge is non-refundable.
 - B) Students who cancel housing on or before the end of the first week of classes will be charged 20% of the housing cost, a \$100.00 cancellation charge, and the \$125.00 application charge is non-refundable.
 - C) Students who cancel housing after the first week of classes will be charged 50% of the housing cost for the next four weeks of the semester.
 - D) Students who cancel housing after the first four weeks of classes will receive no refund.
 - E) Students who are evicted from on campus housing will be responsible for payment of the entire semester.
 - F) In the event of a student's sudden death, Policy Number 500.4.2 in the University Policy Manual will take precedence.
-

ELIZABETH CITY STATE UNIVERSITY
OUTDOOR CLASSROOM & PICNIC FACILITY RENTAL POLICY

Preamble

Use of this facility is free for ECSU students and employees either as individuals or as University recognized student clubs, organizations, or University departments. The general public may also reserve this facility for a fee.

500.3.9

The office of Student Life must receive a completed Request to Cookout Form at least 24 hours prior to the event. For weekend events the Request to Cookout Form must be received no later than Friday 12:00 p.m. Users of this facility are required to have a fire extinguisher on the premises when the cooking pits or the grills are used. There is a \$50.00 refundable deposit for the fire extinguisher. In addition, the users will be charged \$50.00 if the area is not cleaned at the conclusion of the event.

Requests to use the jumbo grill must be submitted to the office of Student Life at least (3) business days prior to the event. A reservation fee of \$30.00 must accompany the request.

The University has identified the following areas as designated cookout locations:

- Outdoor Classroom
- Fraternity/Sorority Plots
- Residence Halls – must be at least 150 feet away from building.

500.3.14

Adopted: 06/14/05

ELIZABETH CITY STATE UNIVERSITY

Activity Admissions Policy

It is the philosophy of the University's Administration that University funds and student fees should be used to support events which further the educational and cultural mission of the University, provide opportunities for social growth and cultural understanding, and serve the recreational needs of the campus community. Therefore, the admissions policy reflects the expectation that the campus community will be the primary audience at campus events.

Following are the University expectations for admission to campus events. The sponsoring organization may choose to narrow the audience further (for example, only admit students) if they feel it is more appropriate for the event.

Films: Admission may be open to students, their guests (up to three per student), and others at least 18 years of age, (if under 18 they must be accompanied by a parent or legal guardian). If the scheduled movie is controversial or has a record of causing problems, security may be required.

Dances: Admission for dances at Williams Hall Gym may be open to students and their guests (up to three per student) at least 18 years of age. All outreach activity events must be held at K.E. White or the Vaughan Center.

Performing Arts and Lectures: Admission may be open to all, unless the nature of the material presented is appropriate for an adult only audience, in which case admission is limited to those who are 18 years of age or those under 18 years of age if accompanied by a parent or legal guardian.

Comedians, Concerts, Special Events: Admission may be open to students and their guests who are 18 years of age (up to three per student). Guests under 18 may attend programs if accompanied by a parent or legal guardian.

Athletic Events: Admission is open to all.

Request for Broader Audiences: Request for a broader audience should be made to the Director of Student Activities at least four weeks prior to the date of the event. Consideration will be given to events that are outreach and/or cultural in nature. The Elizabeth City State University Security Policy will be used to determine

500.3.14

appropriateness of holding the event on campus and level of security needed for the event. At the request of the sponsoring organization, appeals may be made to the Vice Chancellor of Student Affairs

500.4.2

Adopted 06/10/08

ELIZABETH CITY STATE UNIVERSITY

Policy on Protocols to be followed in the Event of a Sudden Death

Preamble

Elizabeth City State University (ECSU) recognizes that the untimely death of any currently enrolled student would result in a tremendous loss to the university community. In the event such a loss occurs, ECSU is committed to offering certain grief support services to students, faculty and staff. ECSU also acknowledges various matters will have to be handled in order to finalize the deceased student's matriculation at the university. This policy establishes the protocols to be followed in the event of a student death.

1. Emergency Response to a Student Death

A. On-Campus

In the unlikely event that a student or employee discovers the body of a student on campus, the first response is to immediately call 911 or notify Campus Police.

B. Off-Campus

In the unlikely event that a student or employee discovers the body of a student at any off campus location, the first response is to immediately call 911 or notify the local law enforcement agency.

2. Notification After a Student Death is Confirmed

A. Notifying the Family of the Deceased

In the event that a student death is officially confirmed through Campus Police or otherwise, the Chancellor or Vice Chancellor for Student Affairs or designee shall take steps to immediately notify the family and administrators.

B. Next of Kin

- a) If a student death occurs on campus, the Chancellor or Vice Chancellor for Student Affairs shall notify the deceased student's next-of-kin as soon as possible by telephone.
- b) If a deceased student's next-of-kin is notified by a local law enforcement agency in accordance with SECTION 2.D.vi below, the Chancellor or Vice Chancellor for Student Affairs shall contact the next-of-kin as soon as possible to extend expressions of sympathy.

C. Procedure On What to Say when Speaking With a Family Member

- a) As a first choice, speak with both parents or guardian, if possible and appropriate.
- b) Identify yourself; ask if they have been in contact with the police; that you have already been in contact with the police; that you have to communicate a difficult message; and if they are at home alone.

- c) Explain as much of the circumstances as you know. i.e. child/family member was “fatally injured” or died from...”
- d) If available, give family member the necessary information to contact medical personnel. Indicate if and when a representative of ECSU will be on hand at the hospital. Police involved may identify the person to be contacted for any vital details

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D. Administrative Staff

- i. Chancellor
- ii. Vice Chancellor for Institutional Advancement
- iii. Vice Chancellor for Academic Affairs
- iv. Administrative Council
- v. Behavior Management Team
 - a) Associate Vice Chancellor for Student Affairs
 - b) Associate Vice Chancellor for Student Affairs (Dean of Students)
 - c) Director of Counseling
 - d) Director of Health Services
 - e) Director of Residence Life
 - f) Associate Vice Chancellor for Academic Affairs

vi. External Agencies

If a student death occurs off campus, the deceased student’s next-of-kin will be notified by an external agency (i.e. local hospital, local law enforcement agency, etc.)

E. Residence Hall Roommate/Suitemates

If the deceased student resided in a residence hall, a university Counselor and the Residence Hall Director will make reasonable efforts to notify the roommate and/or suitemate

F. Faculty Advisor

The Vice Chancellor for Academic Affairs shall be responsible for notifying the deceased student’s faculty advisor.

G. Campus-wide

The Division of Student Affairs will distribute an official campus-wide email notifying the deceased student’s faculty advisor.

3. External Media Inquires

All calls or inquires from the media regarding a student death must be directed to the Office of University Relations and Marketing for response.

4. Support Services

A. Residential Students

In the event the deceased student resided on campus, floor/suite and small group meetings led by the Counseling Center will be offered to support student grief of other students of the Residence Hall.

B. Non-residential Students

In the event the deceased student was a commuter, small group meetings will be offered by the Counseling Center to support student grief.

C. Campus Community

Counseling services will be offered for students, faculty or staff who were closely affiliated with the deceased student.

5. Condolences

A. Services

i. University Representative

500.4.2

The Division of Student Affairs will endeavor to obtain information regarding services for a deceased student and make that information available to the university community. A university representative may attend a service held in honor of a deceased student if reasonably possible. If attendance is not reasonably possible, some form of university acknowledgement will be sent in lieu of attendance.

ii. Students

Students who elect to attend a service held in honor of a deceased student shall do so at their own expense.

B. Campus Vigils/Observance

The Student Government Association or another club or organization may hold a vigil or observance in honor of the deceased student after consultation and approval by the Vice Chancellor for Student Affairs and the family of the deceased student.

C. Annual Founder's Day Observance

A deceased student will be memorialized, in consolation with his/her family, at the annual Founder's Day Convocation following the student's death. The family of a deceased student is traditionally presented with a memorial plaque during the Founder's Day Service.

6. Personal Effects

A. If the deceased student will be memorialized, in consultation with his/her family, at the annual Founder's Day Convocation following the student's death. The family of a deceased student is traditionally presented with a memorial plaque during the Founder's Day Service.

B. If the next of kin is unable to collect the deceased student's personal effects from the residence hall within five (5) days, all inventoried items will be packed and transferred to Campus Police for pick-up.

7. University Records

A. Registrar

Upon presentment of an official death certificate by the deceased student's next-of-kin, the Registrar shall code the student's record and permanent file as "deceased".

B. University Accounts

Upon presentment of an official death certificate by the deceased student's next-of-kin, the Bursar shall cancel any outstanding university chargers incurred by the deceased student. For purposes of this policy outstanding university charges means tuition and fees and does not include any outstanding government or private loans.

8. Posthumous Degree

The deceased student's family may submit a request for conferral of a posthumous degree to the Office of Academic Affairs. ECSU shall make decisions on awarding posthumous degrees on case by case basis.

500.6.1

Adopted 06/10/08

Preamble

The Viking Walk of Fame Campaign is a fundraiser sponsored by Elizabeth City State University's (ECSU) Division of Student Affairs wherein brick pavers are purchased for engraving and placement on the Promenade between the Ridley Student Center and University Suites. Funds generated from this campaign are used to enhance

500.6.1

and support emerging initiatives and priorities within the Division of Student Affairs that foster the development of student leaders. This policy governs the implementation of the project.

1. Purchasing Process

A. Methods of Purchase

Students, faculty, staff and friends of ECSU may purchase brick pavers for engraving and placement on the Promenade by check or money order payable to ECSU Foundation. ECSU employees may also purchase brick pavers through payroll deduction. The purchase price includes engraving as set forth in SECTION 2 below.

B. Right of Refusal

ECSU reserves the right to refuse acceptance of any brick paver purchase it deems inappropriate for placement on the Promenade.

1. Engraving

A. Text

- i. Each brick paver holds up to three (3) lines of text with a maximum of fifteen (15) characters per line, including spaces and any punctuation.
- i. The purchaser is responsible for ensuring that the engraving text is spelled correctly.
- ii. English alphabets, Greek capital letters, numbers, spaces and punctuation marks (period, comma, dash, slash, ampersand, apostrophe, quotation marks, colon, semicolon, parentheses, question mark and exclamation mark) may be used for text. Each letter, digit, space and punctuation mark counts as one character.
- iii. Each line of text shall be centered on the brick pavers.
- iv. All text to be engraved on brick pavers for placement on the Promenade is subject to university approval.

B. Layout

Each brick paver shall be engraved from the purchaser's information as printed on the order form and each line shall be set up for the best fit by the engraver.

2. Brick Paver Placement

A. Order of Placement

Brick pavers shall be placed on the Promenade in the same order that purchases are submitted. Purchasers shall have no control as to where an engraved brick pavers shall be placed on the Promenade.

B. Permanent Placement

Engraved brick pavers shall not be relocated to another position once placed on the Promenade. After installation, engraved brick paver placement shall be considered permanent.

- C. **Damage**
ECSU shall not be responsible for any damaged engraved brick pavers once placed on the Promenade.

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3. **Cancellation**

An order for one or more engraved brick pavers may be cancelled up to twenty-four (24) hours after an order is placed. Although orders may be cancelled with 24-hour notice, all payments are non-refundable.

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Adopted: 06/14/05
Amended: 03/07/06
Replaced: 03/08/07
Satisfactory Academic Progress Policy

ELIZABETH CITY STATE UNIVERSITY
Satisfactory Academic Progress
Policy and Procedures

Preamble

To be eligible to receive Student Financial Aid funds, which includes financial aid from federal, state and institutional programs, students must maintain satisfactory academic progress. Elizabeth City State University (ECSU) is required by the U.S. Department of Education to establish minimum standards of satisfactory academic progress. **Satisfactory Academic Progress (SAP)** means the student is proceeding in a positive manner toward fulfilling educational requirements. SAP is calculated each semester. SAP includes all periods of the student's enrollment, including periods in which the student does not receive financial aid funds.

1. Satisfactory Academic Progress

Students attending ECSU must be in good academic standing and making satisfactory progress with a minimum GPA and completion rate in accordance with the maximum time frame, as stated below.

A. Grade Point Average Requirement (Qualitative)

Students must maintain the following minimum semester grade point average (GPA):

Cumulative Earned Hours	Minimum Semester GPA
1 -29	1.45
30 – 59	1.60
60 – 89	1.75
90 – 190	2.0
2 nd Degree & Certificate	2.0
Graduate Students	3.0

If a student's GPA falls below the required minimum semester GPA, his or her eligibility to receive financial

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aid will be jeopardized. A student will be put on financial aid probation for the semester following the term the student fails to earn the required minimum semester GPA. The student has the next semester of attendance to earn the required minimum semester GPA. The student may receive financial aid while on financial aid probation. At the end of the probationary period, if the required minimum semester GPA is met, the student is taken off of financial aid probation. If the required minimum semester GPA is not achieved, then the student will be put on financial aid suspension during the next semester of attendance. The student will not receive financial aid assistance while on financial aid suspension. The total cumulative earned hours consist of hours earned at ECSU and accepted transfer credits. Transfer credits are not included in the computation of the semester GPA for financial aid unless the credit was earned while attending other schools as a Transient student (ECSU student taking classes at another institution as an ECSU student).

B. Completion Rate (Quantitative)

Students must complete a minimum of 66 percent of coursework attempted each semester. Failure to complete this minimum percentage will result in a student being placed on financial aid probation during the following semester of attendance. If the student completes 66 percent of the coursework attempted during the probationary semester, then the student will be taken off of financial aid probation. If the student completes less than 66 percent of coursework is completed during the probationary semester, then the student will be placed on financial aid suspension for the next attending semester.

C. Maximum Time Frame

All students must complete their educational objective within a maximum time frame of one-and-one-half (150 percent) times the length of the program in which they are enrolled. This means that once a student has attempted one-and-one-half times the minimum number of credit hours necessary for completing program requirements, the student will be ineligible to receive financial aid. Attempted hours include all attempted hours at ECSU and all accepted transfer credit. For graduate students, the maximum time frame is 54 attempted hours.

2. Grades

Grades of IP (in-progress), W (withdrew), WA (administrative withdrawal) and WD (withdrew from the university) are not included in calculating a student's GPA, but are counted as coursework attempted. FA (failure due to absenteeism) is counted as an F.

All grade changes must be submitted and processed during the first 10 days of classes of the following semester. Any changes after the first 10 days of the following semester will not be included in the SAP calculation.

3. Transfer Students

Transfer students accepted by ECSU, not previously enrolled at ECSU, will be classified as maintaining satisfactory academic progress for the first semester enrolled. At the end of the first semester, the student's grades will be measured in accordance with the ECSU's satisfactory academic progress requirements. Students who previously attended ECSU, transferred to another school, then returned to ECSU, will have all of their coursework reviewed.

4. Financial Aid Suspension

Once a student is on financial aid suspension, the **student must pay for the next attending semester at his or her own expense** (alternative loans may be used). Once the student has successfully completed the semester maintaining SAP requirements, the student's financial aid will be reinstated to financial aid probation status for the next attending term.

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5. Appeal of Financial Aid Suspension

Students have the right to appeal their suspension of financial aid if they have mitigating circumstances that prevented them from making satisfactory academic progress. A student wishing to appeal financial aid suspension must do so in writing with supportive documentation, when possible. The written appeal must be attached to the Appeal of Financial Aid Suspension form. The form may be obtained from the Office of Student Financial Aid or the financial aid section of the ECSU Web site. **The appeal form must be submitted within ten calendar days from the end of the semester in which the student was suspended.** Failure to adhere to this time line will result in the student losing the right to appeal the financial aid suspension.

The Satisfactory Academic Progress Appeals Committee will meet to review appeals at the end of each semester. The Office of Student Financial Aid will notify the student of the committee's decision. If approved, the student's financial aid will be reinstated to financial aid probation status for the next attending term. **The committee's decision is final.** Only the Chancellor can override the committee's decision.

A student is expected to know the Satisfactory Academic Progress Policy. Students can review their SAP status on Banner Web after final grades have been processed. The Office of Student Financial Aid attempts to notify students who are on financial aid suspension; however, sometimes students do not receive notification due to circumstances beyond the control of the Office of Student Financial Aid. If a student is not notified of the financial aid suspension, that in itself does not excuse a student from the financial aid suspension, nor does it exempt a student from appealing in a timely manner.

900.1.2

Adopted: 03/07/00

Amended: 06/08/10

ELIZABETH CITY STATE UNIVERSITY

Sexual Harassment Policy

Preamble

This policy serves as a prohibition against sexual harassment at Elizabeth City State University (ECSU) and sets forth the various campus-level processes for resolving a sexual harassment complaint. Sexual harassment as defined within this policy is an unlawful form of gender discrimination which may involve harassment of women by men, harassment of men by women or harassment between individuals of the same sex. This policy applies to the entire university community including: faculty, staff, students, agents and applicants for employment and admission to university programs.

1. Definition

Sexual harassment refers to unwelcome sexual advances, unwelcome requests for sexual favors or other unwelcome verbal and/or physical conduct of a sexual nature when:

- A. submission to such conduct is made either an expressed or implied term or condition of an individual's employment or academic standing; or

- B. submission to or refusal of such conduct is used as grounds for a decision concerning an individual's employment or academic standing; or
- C. such conduct is so extreme or constant that a reasonable person would find that it:
 - i. alters the terms or conditions of a person's employment or educational experience; or
 - ii. unreasonably interferes with an individual's work or performance in a course, program, or activity, which thereby creates a hostile or abusive work or educational environment.

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2. Complaint Procedure

A. Filing a Complaint

Anyone within the university community who seeks to lodge a complaint of sexual harassment must complete, sign and date ECSU's Sexual Harassment Complaint Form and submit it within ninety (90) calendar days of the alleged incident in the following manner:

- i. If the Alleged Harasser is a Faculty or Staff Member

If the alleged harasser is a member of the faculty or staff, the Complaint Form may be submitted to either the alleged harasser's supervisor, academic school dean, or the Equal Employment Opportunity Officer.

- ii. If the Alleged Harasser is a Senior Administrative Officer

If the alleged harasser is a senior administrative officer, the Complaint Form may be submitted to either the alleged harasser's supervisor or the Equal Employment Officer.

- iii. If the Alleged Harasser is a Student

If the alleged harasser is a student, the Complaint Form may be submitted to either the Dean of Students or the Equal Employment Opportunity Officer.

- iv. If the Alleged Harasser has Other Status

If the alleged harasser is an individual other than categorized above, the Complaint Form must be submitted to the Equal Employment Opportunity Officer.

B. Confidentiality

The full extent of confidentiality provided by law to personnel records and educational records shall apply to information and documents generated as a result of a sexual harassment complaint except where disclosures are required for the university to investigate a complaint or take appropriate action in response to a complaint. Anyone within the university community who, without authorization, discloses information in connection with a sexual harassment complaint shall be subject to disciplinary action.

C. Groundless Complaints

Under this policy, the term "groundless" complaint refers to the act of filing a false or malicious sexual harassment complaint. Anyone within the university community who files a groundless complaint shall be subject to disciplinary action.

D. Retaliation

Under this policy, the term "retaliation" means engaging in an adverse act against a person who has filed a sexual harassment complaint or against a person who cooperates in a sexual harassment investigation. Retaliation is expressly prohibited. Anyone within the university community who engages in retaliation shall be subject to disciplinary action.

E. Complaint Intake

The person who receives a completed Sexual Harassment Complaint Form under Sections 2.A. (i-iv) above must:

- i. Comply with the confidentiality requirements;

- ii. Complete ECSU's Sexual Harassment Intake Form;
- iii. Inform the complainant of the options for internal resolution of a sexual harassment complaint under the policy and document the complainant's choice for resolution;
- iv. Forward a copy of the completed Sexual Harassment Complaint Form and the completed Sexual Harassment Intake Form to the Assistant to the Chancellor for Legal Affairs including written documentation of the option selected by the complainant for resolving the complaint; and

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- v. If the complaint is received by an individual other than the Equal Employment Opportunity Officer, forward the original completed Sexual Harassment Complaint Form and Sexual Harassment Intake form to the Equal Employment Opportunity Officer including written documentation of the option selected by the complainant for resolving the complaint.

F. Notice to the Alleged Harasser

As soon as the EEO Officer receives notice of a sexual harassment complaint, the EEO Officer will notify the alleged harasser in writing of the details of the sexual harassment complaint.

G. Withdrawing a Complaint

The complainant may withdraw a sexual harassment complaint at any time in writing to the Equal Employment Opportunity Officer. Notwithstanding the complainant's choice to proceed with a complaint, ECSU may conduct an administrative investigation of the complaint any sexual harassment complaint.

3. Options for Resolution

A sexual harassment complaint may be resolved through either an informal or formal process, at the option of the complainant and must indicate the option on the Intake Form. Notwithstanding the complainant's choice for resolution, ECSU may conduct an administrative investigation of any sexual harassment complaint. Notwithstanding the complainant's choice for resolution, ECSU may conduct an administrative investigation of any sexual harassment complaint.

A. Informal Processes

i. Individual Resolution

The complainant may seek to resolve the matter directly with the alleged harasser individual.

ii. Mediation

The complainant may seek resolution through mediation. If this option is selected, the complainant and the alleged harasser must mutually agree on an approved campus mediator, alleged harasser Mediation must be scheduled within ten (10) calendars of filing a complaint. The date of the scheduled mediation session may be more than ten (10) calendar days after a complaint is filed. A mediator will not conduct an investigation or determine culpability but will facilitate discussions with the aim of reaching a resolution.

iii. Reporting Outcomes of an Informal Resolution

(1) Individual Resolution

If the option of individual resolution is selected, the complainant must notify the Equal Employment Opportunity Officer in writing within fourteen (14) calendar days of filing the complaint whether or not the matter has been resolved. The outcome shall be filed by the Equal Employment Opportunity Officer in the personnel files of the parties involved, if employees, or in the student records maintained in the Division of Student Affairs, if a student is involved.

(2) Mediation

If the option of mediation is selected, the mediator must notify the Equal Employment Opportunity Officer in writing at the conclusion of the mediation conference as to whether or not the matter has been resolved. The outcome shall be filed by the Equal Employment Opportunity Officer in the personnel files of the parties involved, if employees, or in the student records maintained in the Division of Student Affairs if a student is involved.

B. Formal Processes

A determination will be reached as to whether alleged conduct constitutes sexual harassment by considering the entire record in addition to the circumstances giving rise to the allegation based upon an objective standard.

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i. Administrative Investigation and Resolution

The complainant may opt to have the complaint resolved through an internal administrative investigation. If the alleged harasser is an employee, the investigation will be conducted by the alleged harasser's supervisor. If the alleged harasser is a student, the investigation will be conducted by the Dean of Students. If the alleged harasser is a non-employee or non-student, the investigation will be conducted by the Equal Employment Opportunity Officer. An investigator may confer with the Equal Employment Opportunity Officer for guidance and shall do the following, without compromising confidentiality:

- (1) Question the alleged harasser, after first notifying the complainant when the alleged harasser will be questioned and obtain a written response from the alleged harasser;
- (2) Question witnesses, if any, for purposes of verifying the truthfulness of the complaint;
- (3) Examine documentary evidence, if any;
- (4) Contact the Equal Employment Opportunity Officer to determine whether there have been other complaints of sexual harassment concerning either the complainant or the alleged harasser;
- (5) Complete the Sexual Harassment Investigation Report Form, including:
 - (a) The identity of the complainant and the alleged harasser;
 - (b) The written, signed and dated Complaint Form;
 - (c) The alleged harasser's written response, if any;
 - (d) Documentary evidence, if any;
 - (e) The findings and a summary of the facts constituting the basis for the findings;
 - (f) A statement, if applicable, of any difficulties confronted while conducting the investigation; and
 - (g) The resolution.

A copy of the investigation report must be mailed to the complainant and to the alleged harasser by certified mail return receipt requested or other method that provides confirmation of delivery with notification that either party may submit written comments, within fourteen (14) calendar days of the parties' receipt of the investigation report. Comments received within the fourteen (14) calendar day period, will be attached to the final investigation report.

The final investigation report, including any attached comments by the parties, shall be submitted to the Equal Employment Opportunity Officer and shall be filed in the personnel files of the parties involved, if employees, or in the student record of the Office of Student Affairs, if as student is involved.

An administrative resolution is appealable to the Chancellor for a final campus level decision. Either party may file a written appeal to the Chancellor within fourteen (14) calendar days of the parties' receipt of the final report.

ii. Resolution Before a Hearing Body

A complainant may opt to have the matter resolved through a before a hearing body.

(1) Faculty

- (a) A faculty member who files a sexual harassment complaint against another faculty member may seek resolution in accordance with ECSU's Faculty Grievance Procedure (ECSU Policy 300.2.7.1).

(b) A faculty member who files a complaint of sexual harassment in connection with evidence of discrimination in a non-reappointment decision or in the case of a discharge or imposition of other serious sanctions may seek resolution in accordance with the review process set forth in ECSU's Promotion and Tenure Policy (ECSU Policy 300.2.1.1).

(c) A faculty member who files a sexual harassment complaint against a student may seek resolution under ECSU's policy on Student Rights and Steps in the Judicial Process (ECSU Policy 500.1.3).
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(2) State Personnel Act (SPA) Employees

An SPA employee with a complaint of sexual harassment may proceed according to the Grievance Procedure for SPA employees. An SPA employee may seek resolution of a sexual harassment complaint in accordance with ECSU's Mediation and Grievance Policy for SPA Employees (ECSU Policy 200.2.1). SPA employees and applicants for SPA positions also have the option of filing a complaint with the North Carolina Personnel Commission.

(3) Employees Exempt from the State Personnel Act (EPA) Employees

An EPA employee may seek resolution of a sexual harassment complaint in accordance with ECSU's Grievance Procedures for Employees Exempt from the State Personnel Act (ECSU Policy 200.3.5)

(4) Students

(a) A student who files a sexual harassment complaint against another student may seek resolution under ECSU's policy on Student Rights and Steps in the Judicial Process (ECSU Policy 500.1.3).

(b) A student with a sexual harassment complaint against a faculty member or other employee of the University shall proceed according to the Student Grievance Procedure. Information on the Student Grievance Procedure is available from the Office of the Vice Chancellor for Student Affairs. A student who files a sexual harassment complaint against a faculty member, an ECSU employee or others may seek a resolution under ECSU's Grievance Procedure for Students (ECSU Policy 500.1.2).

(5) The findings from a determination reached following a grievance hearing shall be submitted to the Equal Employment Opportunity Officer and shall be filed in the personnel files of the parties involved, if employees, or in the student records of the Office of Student Affairs, if the parties involved are students.

4. Disciplinary Action for Violation

Any individual who engages in sexual harassment shall be subject to disciplinary action, which will be determined on a case by case basis, up to and including discharge for employees and suspension for students.

900.1.3

Adopted: 09/10/02

Amended: 03/08/07

Amended: 12/15/09

ELIZABETH CITY STATE UNIVERSITY Alcoholic Beverage Policy

Preamble

The possession and consumption of alcoholic beverages are prohibited on the campus of Elizabeth City State University (ECSU), except at approved events. This policy governs the manner in which alcoholic beverages may be consumed at approved events and establishes the disciplinary actions that may be imposed for violations.

1. Prohibition as to Students

A. Students Under Twenty-one

Students, under twenty-one years of age, are prohibited from possessing or consuming alcoholic beverages on ECSU's campus. A student, under the age of twenty-one, who possesses or consumes alcoholic beverages on campus shall be subject to student disciplinary action and/or arrest as set forth in SECTION 1.C. below.

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B. Students Twenty-one or Older

Students, twenty-one years of age or older, may consume alcoholic beverages at approved campus events on the condition that proper identification with proof of age is provided at the time of the event. A student, twenty-one years of age or older, who possesses or consumes alcoholic beverages on ECSU's campus, other than at an approved event, or who aids or encourages anyone under the age of twenty-one to possess or consume alcoholic beverages on campus shall be subject to student disciplinary action and/or arrest as set forth in SECTION 1.C. below.

C. Disciplinary Sanctions

The following are the disciplinary sanctions that shall be imposed on a student for violation of this policy depending upon whether it is a first or subsequent offense. Before disciplinary sanctions are imposed, a student shall be afforded due process.

i. First Offense

The penalties listed below shall be imposed on a first-time offender. A student offender shall also be subject to suspension from the university for a first offense that involves property damage, personal assault or failure to cooperate with university officials.

- a. A fifty dollar (\$50.00) administrative fee;
- b. Notification of offense to parent(s) or legal guardian(s);
- c. Requirement of one (1) hour participation in Alcohol 101 Interactive Program or similar program at Student Health Care Wellness Program or ECSU Counseling Center;
- d. Requirement of participation in individual or group counseling sessions at the ECSU Counseling Center; and
- e. Disciplinary probation for one (1) semester; and
- f. Six (6) hours of community service.

ii. Second Offense

The penalties listed below shall be imposed on a second-time offender. A student offender shall also be subject to suspension from the university for a second offense that involves property damage, personal assault or failure to cooperate with university officials.

- a. A one hundred dollar (\$100.00) administrative fee;
- b. Notification of offense to parent(s) or legal guardian(s);
- c. Disciplinary probation for one (1) full academic year;
- d. Twelve (12) hours of community service;
- e. Requirement of participation in three (3) sessions at a local substance abuse facility and individual or group counseling sessions at the ECSU Counseling Center; and

iii. Third Offense

The penalties listed below shall be imposed on a third-time offender:

- a. Disciplinary suspension from ECSU for one (1) semester;
- b. Following the semester disciplinary suspension, a third-time offender must provide proof of completion of a substance abuse program of his or her choice;
- c. If a third-time offender violates this policy after re-admittance to ECSU, the student shall be expelled.

In addition to university disciplinary action, a student who violates the laws of the State of North Carolina or local ordinances pertaining to the regulation of alcoholic beverages shall be subject to arrest.

2. Prohibited Possession & Consumption of Alcoholic Beverages On Campus By Employees

900.1.3

A. During Work Hours

ECSU employees are prohibited from reporting to work having the odor of alcohol on their breath or about their persons and from possessing or consuming alcoholic beverages during work hours. An employee who is accused of reporting to work having the odor of alcohol on his/her breath, about his/her person or consuming alcoholic beverages in the workplace will have the option of submitting to a breath alcohol testing analysis administered by a Campus Police Officer. A breath alcohol test result showing an alcohol concentration level of .03 or higher, shall result in a rebuttable presumption of a violation of this policy. An employee may challenge a breath alcohol test result of .03 or higher by obtaining a blood alcohol test at his/her own expense. A blood alcohol test must be performed within at least thirty (30) minutes of the breath alcohol test and the employee must notify the officer who administers the breath alcohol test upon receipt of the breath alcohol test result. An employee, who elects to obtain a blood alcohol test, will be responsible for bearing the cost(s) of having the official result submitted from the medical care facility to ECSU.

B. Disciplinary Action for Policy Violation

An employee who violates this policy shall be subject to disciplinary action as determined by the Chancellor or his designee based upon a review of the relevant facts and circumstances.

C. Breath Alcohol Test

If a breath alcohol test reveals a level below .03 or an employee does not submit to a breath alcohol test, the employee's unit head shall determine whether or not there is a need for disciplinary action and the level of disciplinary action, if any, based on a review of the relevant facts and circumstances.

D. Restriction/Limitation of Driving Privileges

ECSU employees must possess a valid North Carolina driver's license in order to operate university state-owned vehicles. If an employee's driving privilege becomes restricted or limited in any manner, the employee must notify his/her supervisor of the restriction(s) or limitation(s) on the next business day after such restriction or limitation is imposed. Limited driving privileges shall not be valid for the operation of university state-owned vehicles.

E. Violation of State Laws/Local Ordinances

In addition to university disciplinary action, an employee who violates the laws of the State of North Carolina or local ordinances pertaining to the regulation of alcoholic beverages shall be subject to arrest.

F. Employee's Assistance Program

An employee, with an alcohol abuse problem, may obtain assistance through the Employees' Assistance Program (EAP) as set forth in ECSU Policy 200.1.18.

3. Enforcement

A. In General

i. Disciplinary Action

With the exception of approved events and locations, ECSU shall take all reasonably necessary action, in accordance with the law, to keep the university community alcohol-free. Any member of the university community who violates this policy and relevant laws or local ordinances pertaining to the possession and consumption of alcoholic beverages shall be subject to both disciplinary action by ECSU and prosecution and punishment in the North Carolina General Court of Justice. ECSU shall initiate disciplinary action against students, faculty members, administrators or staff who violate this policy.

ii. *Disciplinary Process*

Disciplinary action for violations of this policy shall be imposed by ECSU in accordance with the applicable procedural safeguards as set forth in ECSU's Student Handbook, ECSU's Promotion and Tenure Policy, the State Personnel Manual, policies governing employees who are exempt from the State Personnel Act, and any other applicable policies or regulations.

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B. Campus Police Enforcement

i. *Duties of Campus Police Department*

ECSU's Campus Police Department shall take all reasonably necessary action(s) in accordance with the law and local ordinances to investigate and eliminate the possession, sale and consumption of alcoholic beverages on the campus, except as allowed at approved events in accordance with SECTION 4 below.

ii. *Incident Reports*

The investigating Campus Police Officer(s) shall submit a written report whenever a student, faculty member, staff member, administrator or visitor violates any law(s) pertaining to the regulation of alcoholic beverages. Arrests shall depend on the totality of the circumstances surrounding each incident. Students, faculty members, administrators, staff members or visitors who violate the law or local ordinances pertaining to the possession and consumption of alcoholic beverages shall not be insulated from criminal prosecution or punishment.

iii. *Transmittal of Campus Police Incident Reports*

A copy of any Campus Police incident report arising from a violation of the laws or local ordinances pertaining to the regulation of alcoholic beverages involving students, faculty members, administrators or staff members shall be forwarded to the appropriate division or unit head as follows:

a. *Incident Reports Involving Students*

Incident reports involving students shall be forwarded to the Office of the Vice Chancellor for Student Affairs.

b. *Incident Reports Involving Faculty Members*

Incident reports involving faculty members shall be forwarded to the Office of the Provost and Vice Chancellor for Academic Affairs.

c. *Incident Reports Involving Administrators or Staff Members*

Incident reports involving administrators or staff members shall be forwarded to the Head of the Division or Unit to which the administrator or staff member reports.

4. Alcoholic Beverage Consumption at Approved Events

A. Chancellor Approved Events

With the Chancellor's approval, alcoholic beverages may be served and consumed at designated rooms at the K. E. White Center or designated rooms of other campus buildings on the condition that the event sponsor obtains a permit from the North Carolina Alcoholic Beverage Control Commission. Alcoholic beverage permits must be submitted to the Chancellor's office at least three (3) business days prior to an approved event or the Chancellor's approval shall be automatically revoked.

B. Restricted to Service by Catering Staff or Bartender

Alcoholic beverages may only be served at an approved event through the catering staff or a bartender. The catering staff may serve unfortified wine or malt beverages. An event sponsor must obtain a bartender to serve fortified wine, mixed beverages or spirituous liquor. Any other form of distribution of alcoholic beverages at an approved event is strictly prohibited. All unused portions of alcoholic beverages, procured by an event sponsor, must be reclaimed immediately following the event.

C. Identification Systems

At approved events, event sponsors must utilize an identification system (i.e. hand stamps, wristbands, etc.) that will allow servers and/or bartenders to readily identify those individuals, who are twenty-one years of age or older, to whom alcoholic beverages may be legally served.

D. Consumption Prohibited Outside of Designated Rooms

Alcoholic beverages shall not be carried or consumed outside of designated rooms at an approved event.

900.1.3

E. Sale of Alcoholic Beverages

The sale of alcoholic beverages is prohibited at approved events unless the event sponsor is a nonprofit organization that has obtained a special one-time permit from the North Carolina Alcoholic Beverage Control Commission allowing the sale of alcoholic beverages for a single fundraising event of that organization.

F. Security Officers

Event sponsors must obtain a security officer for the duration of an approved event.

G. Liability Insurance

Except for approved university sponsored events, event sponsors must obtain liability insurance, including host liquor liability coverage, for the event in the sum of not less than \$1,000,000 per occurrence, which names ECSU as an additional insured. The event sponsor must submit a certificate of insurance reflecting the required coverage to the Chancellor's office at least three (3) business days prior to the event otherwise the Chancellor's approval will be automatically revoked. An insurance quote is insufficient proof of coverage.

H. Time Restriction

Alcoholic beverages shall not be served twenty (20) minutes prior to the end of an approved event. Event sponsors shall be responsible for taking steps to adhere to this time restriction.

5. Counseling and Referrals

A. Campus Community Responsibility

With the exception of approved events, it shall be the responsibility students, faculty members, staff members and administrators to help in the maintenance of an alcohol-free campus.

B. Treatment Referral

Upon request, the following offices are available to assist students and employees with alcohol treatment referrals. Any such referrals shall be handled confidentially.

i. Students

Students with alcohol treatment needs may voluntarily contact ECSU's Counseling Center. ECSU's Counseling Center may make referrals to the appropriate local or state agencies.

ii. Employees

The Office of Human Resources and Payroll may assist, if requested, with employee referrals to the State Employees' Assistance Program (EAP) as set forth in ECSU Policy 200.1.18

6. Relevant Laws and Ordinances

This policy is expressly subject to all applicable laws and ordinances pertaining to the regulation of alcoholic beverages including but not limited to the laws and ordinances referenced below, as may from time to time be amended.

A. State of North Carolina

This policy is subject to N.C. General Statute 18B-302 **Sale to or Purchase by Underage Persons** which is incorporated herein by hyperlink reference:

http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter_18B/GS_18B302.html.

B. Local Ordinance

This policy is subject to the City of Elizabeth City Code of Ordinances, Section 50-2 **Consumption of alcoholic beverages in public** which is incorporated herein by hyperlink reference:
http://elizabethcity.govoffice.com/index.asp?Type=B_BASIC&SEC=%7bAF861AC2-1AF7-42D2-9C91-78689F9CDC2B%7d.

900.1.3

C. Definitions

1. The terms “fortified wine;” “malt beverage;” “mixed beverage;” “spirituous liquor” and “unfortified wine” are defined in accordance with N. C. General Statute 18B-101 which is incorporated herein by hyperlink reference:
http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter_18B/GS_18B-101.html.
2. The term “citation” is defined in accordance with N. C. General Statute 15A-302 which is incorporated herein by hyperlink reference:
http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter_15A/GS_15A-302.html.

Elizabeth City State University Hurricane/Disaster Operational Plan

PREPARATION BEFORE A DISASTER/HURRICANE STRIKES (FOR ALL STUDENTS)

- All furniture, including beds, should be pulled away from windows. All electronic equipment should be placed off the floor, preferably in a closet.
- Since floors can get wet, all articles such as shoes, rugs, clothes, bags, suitcases, etc., should be placed on closet shelves or in dresser drawers.
- Papers, books, school supplies, etc. should be put inside desks or dressers. Valuables should be placed in lockable closets or drawers and secured throughout a hurricane. All doors should be locked when occupants are not in the room or apartment.
- All windows must be closed tightly. In those facilities where Venetian blinds are provided, the blinds should be RAISED all the way to the top. Where shutters are provided, these shutters should be closed in all rooms.
- Any student who owns a car should insure that the emergency brake is set and that the car is in reverse gear or park. All windows should be closed and the car locked. Be certain to fill the gas tank. Gas pumps cannot work if a power failure occurs.
- Students should provide their own flashlights in case of power failure. Do not use candles or other flammable lighting under any circumstances; fire is uncontrollable during a hurricane.
- Students should have snack food items, such as crackers, cookies, peanuts, etc. Food service on campus will be available as long as possible, but students should plan for an emergency by having non-perishable items available. Do not plan to travel off campus after a storm since transportation may not be possible.

Students Living On Campus

Students will receive information pertaining to storm preparations from their Resident Assistant (RA) and through information posted on their floor and in the lobby of the residential college.

On-campus residents from the Albemarle area who want to go to their homes may do so. Please inform your Resident Assistant or the reception desk of your residential hall or the apartment area so your whereabouts are known.

Students should contact their parents prior to the storm to advise them of their location and then again shortly after the storm to inform them of their status. It will be easier for students to contact their parents than for parents to locate students.

Meals: Arrangements for meals and food supplies will be made, as storm specifics are determined. Meals will be provided to all students during an impending storm, regardless of board plan status.

Students Living Off Campus (Commuters)

Students off campus should refer to our Web site, the rumor control hotline, and local authorities as specifics of the storm situation.

STUDENT RESPONSIBILITIES DURING AN EMERGENCY

Students have a responsibility to clearly follow the directions of faculty and staff in charge during an emergency, including the procedures for the orderly evacuation of buildings and assembly at the emergency assembly areas. No students should leave the assembly areas until permission has been granted. Buildings, including residence halls, should not be re-entered until official notification has been provided that it is safe to do so. Students should render assistance to disabled students in their class or elsewhere during building evacuations. Those students with special skills that might be useful during an emergency response should identify themselves to a faculty or response team member immediately following the roll calls at the assembly areas.

EMERGENCY EVACUATION AND ASSEMBLY EVACUATION ROUTES

Maps showing evacuation routes have been posted in all University buildings, classrooms and laboratories. Faculty members will provide specific directions to students regarding evacuation routes and assembly areas and will lead the students to the designated assembly areas.

- A. **Be Prepared-** Know at least two exits from the building and be familiar with evacuation route posted on the evacuation diagrams in your building, lab or other area.
- B. **Students with Disabilities needing Assistance-** Identify yourself to your instructor in each class at the beginning of the semester and indicate the nature of the assistance required so arrangement can be made to ensure that assistance with evacuation will be available at the time an emergency occurs.

If, for some reason, the suggested evacuation route is not available, faculty should use their discretion in determining the best alternative route. However, during all emergencies, elevators should not be used, due to the possible loss of power.

ASSEMBLY POINTS
In The Event of a Building Evacuation

BUILDING NAME	NO. OF FLOORS	EVACUATE & ASSEMBLE	DURING INCLEMENT WEATHER
Bedell Hall	1	Williams Hall Parking Lot	Williams Hall Gymnasium
Bias Hall	3	Williams Hall Front Steps	Williams Hall Front Lobby
Butler Hall	3	West Side of Johnson Hall	Johnson Hall Lobby
Caldwell-Hoffler	1	Lane Hall Parking Lot	Lane Hall, Room 106
Hugh Cale	3	Williams Hall Parking Lot	Williams Hall Gymnasium
Complex Housing	2	University Towers cul-de-sac	University Towers cul-de-sac
Commuter Center	1	Ridley Hall Front Steps	Ridley Hall Lobby
Dixon Hall	2	Dixon Hall Parking Lot	CW Griffin
Doles Hall	3	Williams Hall Parking Lot	Williams Hall Gymnasium
Fine Arts Center	2	FAC West & East Parking Lots	Information Technology Center
Information Tech Center	2	ITC Parking Lot	FAC Auditorium Lobby
Jenkins Science Center	4	Front of Lester Hall	Lester Hall Lecture Room
Johnson Hall	2	Williams Hall Front Steps	Williams Hall Front Lobby
Lane Hall	1	150 ' from bldg.	Caldwell-Hoffler Lobby
Lester Hall	2	Near Jenkins Science Center entrance	Jenkins Science Center Lobby
GR Little	2	Near Trigg Buildings back ramp	Lester Hall Lecture Room
Moore Hall	2	Near Trigg Buildings Front Steps	Johnson Hall Lecture Room
McLendon Hall	1	Near Faculty Senate House	CW Griffin
University Towers	4	Cul-de-sac	University Towers Lobby
New Student Center	2	New Student Center front steps	New Student Lobby
University Graphics	1	150' from bldg.	Caldwell-Hoffler Lobby
Ridley Hall	1	Vaughan Center Parking Lot	Commuter Center

Telecommunications	1	Johnson Hall Ramp	Johnson Hall Lobby
Thomas-Jenkins	1	To the End of front sidewalk.	Dixon Hall
Trigg Hall	1	150' from Front steps towards road.	Little Theatre
Marion D. Thorpe	3	Staff Parking Lot, 150' out.	Dixon Hall
University Suites	3	Commuter Ctr. Steps	Ridley Hall
Vaughan Center – East	2	Commuter Ctr. Steps	Ridley Hall
Vaughan Center – West	1	New Parking Lot towards Jenkins Ctr.	Commuter Center
Viking Village	3	Dixon Hall	Dixon Hall
Kermit E. White	1	Parking Lot towards Water Tower	To be determined
Wamack Hall	3	Parking Lot towards Vaughan Center	Vaughan Center Lobby
Williams Hall	2	Johnson Hall steps	Johnson Hall Lobby

EVACUATION OF PERSONS WITH DISABILITIES

PROCEDURES FOR NON-AMBULATORY PERSONS (IN WHEELCHAIRS):

Most ambulatory persons will be able to exit from the ground floor safely without assistance. However, assistance may be necessary in the event that elevators have stopped working from upper and lower floors or in the case of fires, when elevators should never be used. If assistance is needed and not life threatening to the carriers, allow the person to instruct the carrier(s) as to the safest method of lifting and/or carrying the person. This may include removing the person from the chair or carrying the person in the chair. (Battery operated chairs are extremely heavy.) As conditions allow, ask the person's preference with regard to:

1. Method(s) of being removed from the chair.
2. The number of persons necessary for assistance (in the event the person must be carried more than three flights of stairs, a relay team concept may be necessary).
3. Whether it is necessary to bring along a seat cushion or pad for the person to rest upon.
4. Whether the person should be carried forward or backward.
5. Whether after care is necessary if the person is removed from the chair, and whether a stretcher, chair with cushion or pad, car seat, or medical/ambulance assistance is necessary.
6. Some persons have no upper body strength. If a seat belt is available on the wheelchair, secure the person in the chair.

If the wheelchair is left behind, remove it from the stairwell to avoid blocking other persons. Remove the batteries (from battery powered chair) before attempting to move it. Make sure that the footrests are locked and the monitor is off. An unoccupied wheelchair should be removed from the building if at all possible. If the person has a manual wheelchair, it may be possible to carry the person and the wheelchair down the stairway. At least two or three people may be required. If the person has a battery-powered wheelchair, it is normally advisable to carry the person first and then the wheelchair. In the event that the batteries have been removed, it may be possible to carry the person in the chair and then return for the batteries. (Returning for the batteries should only be done following notification that the building is safe to re-enter.) Two to three persons are required. The wheelchair occupant or a person with a mobility limitation should stay in the exit corridor or on a landing. These areas are marked with signs and are protected with self closing fire rated doors. Rescue personnel will check those areas first for trapped persons. Persons using crutches, canes or walkers for evacuation purposes should be treated as if they were injured persons. Carrying options include a two-person locked arm (fireman's) position or having the person carried while sitting in a sturdy chair.

Procedures for the Visually Impaired:

In the event of an emergency, tell the visually impaired person the nature of the emergency and guide them to the nearest exit. Inform the person of any obstacles while guiding them. When you reach safety, orient the person as to their location and answer any questions if further assistance is needed.

Procedures for the Hearing Impaired:

Hearing impaired persons should know new fire alarm systems often include flashing lights. However, some buildings have only audible alarms. Therefore, persons with impaired hearing may not perceive an emergency and might require special assistance.

EMERGENCY ASSEMBLY AREAS

Emergency assembly areas have been established for all University buildings. Faculty will conduct roll calls at each of these assembly areas.

It will be the responsibility of individual faculty members to assemble their students in a specific portion of the designated assembly area. This will be especially important in those areas, such as the Vaughan Center or Student Center Courtyard, where students from many classes will be assembling. All students must stay within these designated areas until roll calls have been completed. Roll call information plays an essential role in resolving the chaos during and after an emergency. Information collected will be used to determine those who need assistance and reassure families that community members are safe and accounted for.

Staff and faculty who are not in class during the time of an emergency should also assemble in specific areas, in accordance with their departmental affiliation. Through discussions with each other, it should be determined if anyone is unaccounted for and may need assistance. Roll calls and other evacuation results or questions should be presented to the Building Emergency Coordinator for each building or department. Building Emergency Coordinators will provide status reports and updates from their assembly area to the EOC. Separate assembly areas have been established for each residence hall. Residence Life Coordinators and Peer Advisors should play lead roles in determining if all students who were known to be in the buildings have been accounted for. Missing and accounted for students should be reported to the EOC via the Office of Campus Police

STUDENT LIFE and STUDENT SERVICES

Student Affairs Mission Statement

Student Affairs is committed to creating an environment conducive to enhancing the personal growth and intellectual stimulation of our students. This is accomplished through holistic learning approaches that foster character building, integrity and respect for diversity by promoting excellence, commitment, service and unity in a global society.

Confidentiality of Student Records

The university adheres to the established rules on the confidentiality of students records in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (P.I. 93-380), commonly referred to as the Buckley Amendment. Personally identifiable information contained in students' educational and student records will not be disclosed to persons outside of the university without the prior written consent of the student. Under this policy, the student has the right to review his or her educational and student conduct records that are maintained by the university or any unit of the university.

Ethical Practices

University officials who deliver services to students are committed to the highest level of professional conduct and ethical standards. Individuals are committed to the confidentiality of student records, nondiscrimination in the provision of services, the avoidance of conflict of interest in dealings with individuals within and outside the university, to the exercise of fiscal responsibility with the university funds, to compliance with accepted rules of ethical behavior established by professional organizations and associations, and to make referrals when faced with limitations of expertise, training, and/or authority.

Publication Statement

The university supports the publication of a student newspaper (The Compass) and a yearbook (The Viking) as part of the academic and educational experience available to students at Elizabeth City State University. These student publications are produced under the supervision of faculty advisors who are part of the Language, Literature and Communication Department within the School of Arts and Humanities. Funding is derived from student fees through an annual allocation process that is administered by the Student Affairs Budget Allocation Committee within the Division of Student Affairs. (This committee includes representatives from faculty, students, and staff, and is chaired by the Vice Chancellor for Student Affairs).

The opinions expressed in student publications are not necessarily the opinions of the university administration. Students are allowed to express themselves freely, restricted only by defamatory statements and libelous comments associated with the subject.

STUDENT LIFE

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

Amended April 21st, 2009

Amended April 27th, 2010

Preamble

We, the students of Elizabeth City State University, establish a government within the realm of educational growth to protect our unalienable rights which will provide us the opportunity to interact with our faculty, staff, and administration, providing student derived solutions for the advancement of Elizabeth City State University, will with servitude preserve the prestige of the university committing ourselves to that which is ours while seeking to assert our goals to preserve order, establish justice, and gain unparalleled competitiveness and unending knowledge, while enhancing the total student experience, do hereby ordain and establish this constitution of the Student Government Association of Elizabeth City State University.

ARTICLE I

General Provisions

Section 1. **Name.** The name of this organization shall be the Elizabeth City State University Student Government Association.

Section 2. **Membership.** All full-time undergraduate students at Elizabeth City State University who are in good standing with the university shall be members of the Student Government Association under this constitution.

- Section 3. Jurisdiction.** All organizations, groups, and/or persons who commit actions against the survival of Elizabeth City State University or its students, or have an effect on their or its continuous educational growth are all under the jurisdiction of this constitution.
- Section 4. Purpose.** This constitution will provide a channel of communication with the faculty and administration and other forces that affect the total lives of Elizabeth City State University students. It shall serve as a mechanism capable of addressing itself to community concerns. It shall also coordinate an overall thrust for student interests and concerns.

ARTICLE II

Declaration of Student Rights

- Section I. Basic Rights.** The Student Government Association recognizes the rights of all students under the constitution and laws of the State of North Carolina and the United States of America. The Student Government Association shall not make nor attempt to enforce any law abridging these basic rights.
- Section II.** Students are granted the following rights under this constitution.
1. The right to submit referendums and initiatives for ratification by the electorate.
 2. The right to recall and remove any elected official.
 3. The right to address its student body officials
 4. The right, through the Student Government Association, to have any grievance heard and acted upon.
 5. The right to hold any office in a single branch during a term that student so desires.
 6. The right to not be discriminated against by race, ethnicity, culture, national origin, ability, religion, orientation, age, intellectual position and perspectives.

ARTICLE III

Executive Branch

- Section I.** The powers set forth in Article II Section 2 shall be vested in the SGA President who shall have the assistance of Vice-President of Internal Affairs, Vice President of External Affairs, Vice President of Finance, Vice President of Student Activities, Attorney General, Corresponding Secretary, Recording Secretary, Mr/Miss Elizabeth City State University. The student body shall elect the President, Vice-President of Internal Affairs, Vice President of External Affairs, Vice President of Finance, Attorney General, Corresponding Secretary, Recording Secretary, and Mr/Miss Elizabeth City State University.
- Section II. President:** Powers and responsibilities of the SGA President are as follows:
- A. Calling and presiding at all student body meetings;
 - B. Serving as an ex-officio member of the ECSU Board of Trustees;
 - C. Representing the student body at official affairs with the administration, faculty, ECSU Board of Trustees, UNC Board of Governors and students from other campuses;
 - D. Shall have a 1/3 vote needed to appoint Student Court Justices;
 - E. Appointing members to the SGA Cabinet as deemed necessary. All SGA cabinet appointments are subject to approval by a two-thirds vote of the Student Senate;
 - F. Submitting legislative items to the Student Senate whenever deemed necessary;

- G. Administering and enforcing all legislative acts enacted by the Student Senate;
- H. Calling meetings of the Student Senate as deemed necessary after reasonable and appropriate notice;
- I. Vetoing legislative acts of the Student Senate, provided that the veto power must be exercised within ten (10) days after the SGA President receives notice of the legislative act(s);
- J. Submitting requisitions for transactions, disbursements and/or withdrawals involving SGA funds jointly with the SGA Treasurer;
- K. Appointing chairpersons and members of all student standing committees as is provided for under this Constitution or as deemed necessary, with the approval of a two-thirds vote of the Student Senate; and
- L. Issuing orders to the standing committees and requiring reports from the standing committees
- M. Provide a “State of the Campus” address to the Student Body.

Section III. Vice-President of Internal Affairs: The powers and responsibilities of the SGA Vice President of Internal Affairs are as follows:

- A. Assuming the SGA Presidency in the event that the elected SGA President is impeached, resigns or is otherwise removed from office;
- B. Performing the duties of the SGA President in his/her absence;
- C. Presiding over the Student Senate and forwarding all resolutions to the SGA President; and
- D. Voting to break a tie within in the Student Senate; and
- E. Serve as ex-officio member of the ECSU Foundation Board of Directors.

Section IV. Vice President of External Affairs: The powers and responsibilities of the SGA Vice President of External Affairs are as follows:

- A. Shall have the executive authority to carry out all external operations
- B. Shall serve as Chair of the Community Relations Committee
- C. Appoint members to the Community Relations Committee as deemed necessary
- D. Representing and suggesting policy changes pertaining to the commuter and multicultural students
- E. Improve and maintain relationship between enrolled ECSU students and ECSU Alumni
- F. Create and/or improve sustainability efforts on behalf of the student body

Section V. Vice President of Finance: The powers and responsibilities of the SGA Vice President of Finance are as follows:

- A. Shall be responsible for the complete accurate accounting of all Student Government Association funds.
- B. Handling all SGA fiscal affairs;
- C. Keeping all SGA financial records; and
- D. Signing all monetary documents co-signed by the SGA President
- E. Shall serve as chair of the SGA Finance Committee
- F. Shall serve on the Student Affairs Budget Allocations Committee

Section VI. Vice President of Student Activities: Shall be appointed to the SGA Executive Cabinet within two weeks after the General Election. The powers and responsibilities of the SGA Vice President of Student Activities are as follows:

- A. Serve as chair to the Student Activities Committee;
- B. Appoint members to the Student Activities Executive Board as deemed necessary;

- C. Present written Student Activities reports at SGA Executive Board meetings.

Section VII. Attorney General: The powers and responsibilities of the SGA Attorney General are as follows:

- A. Assisting and representing the SGA President in the performance of his/her duties as the SGA President directs; and
- B. Compiling and presenting all available facts at student disciplinary proceedings referred to the Student Court.
- C. Present all facts and evidence to the Student Legislature regarding impeachment of any SGA positions.

Section VIII. Corresponding Secretary: The powers and responsibilities of SGA Corresponding Secretary are as follows:

- A. Serving as executive secretary to the SGA President;
- B. Conducting all SGA correspondence;
- C. Aligning forces of communication with other institutions;
- D. Keeping written records of all SGA meetings and SGA Executive Branch meetings; and,
- E. Maintaining all SGA records and files; and arranging for permanent preservation of SGA's archives.

Section IX. Recording Secretary: The powers and responsibilities of the SGA Recording Secretary are as follows:

- A. Keeping written records of all SGA meetings and SGA Executive Branch meetings; and,
- B. Maintaining all SGA records and files; and arranging for permanent preservation of SGA's archives.

Section X. Mr. and Miss Elizabeth City State University: Shall serve as the constitutional monarchs of the university and ex-officio members to the SGA Executive Cabinet.

Section XI. Succession: In the event that the President is unable to fulfill his responsibilities, the following line of succession shall occur; Vice President of Internal Affairs, Speaker Pro-Tempore.

Section XII. Vacancies: All vacancies in the Executive Branch shall be filled in the same manner as original appointments. Exception: Presidential position shall be filled by Vice-President of Internal Affairs, Vice-President of Internal Affairs position shall be filled by the Speaker Pro Temp.

ARTICLE IV

Legislative Branch

Section I. Student Congress: Legislative powers of the Student Government Association shall be vested in the bi-cameral legislature, Student Congress. Student Congress shall consist of the Student Senate and the Student House of Representatives.

Section II. Student Senate: Shall be the upper house of Student Congress. The Student Senate shall be empowered to:

- A. Establish, each academic year, guidelines and procedures for the execution of legislative business;
- B. Enact policies and procedures governing attendance and censorship of members;
- C. Enact legislation to promote and insure the educational growth of the student body;

- D. Approve all appointments by the SGA President by a two-thirds vote of the members present, provided those present constitute a quorum.
- E. Enact legislation recommending appointments as deemed necessary by the SGA President.
- F. Approve or disapprove the SGA budget submitted by the SGA President;
- G. Impeach and bring to hearing by a majority vote of the Student Senate, and remove from office by a majority vote of the Senate, all officials of the Student Government Association, provided the majority constitutes a quorum.
- H. Grant certificates of merit to outstanding members of the university community or pass resolutions in recognition of persons, measures or organizations.
- I. Elect a Speaker Pro Temp from the Student Legislature with the first four weeks of an academic year. To seek and hold the office of Speaker Pro Temp, candidates and the holder of the office must have and maintain a minimum cumulative GPA of 3.0 and classify as a junior or senior upon assuming office. Failure to do so shall result in immediate removal from office. The Speaker Pro Temp shall assume the SGA Vice-Presidency in the event that the elected SGA Vice-President is impeached, resigns, is removed from office or assumes the SGA Presidency.
- J. All meetings shall be open to the Student Body

Composition: The Student Senate shall be composed of twelve students of the university. Two representatives from each class shall be elected during regular student elections, and along with the Class President shall serve for one academic year.

Class Presidents: Each class president shall be included in the delegation and together shall serve as the Chief Delegates to insure the attendance of each respective class representative at all legislative sessions. The Chief Delegate shall appoint a representative of the class delegation to keep records of attendance and/or roll call vote.

Presiding Officer: The SGA Vice President of Internal Affairs shall preside over the Student Senate. In the absence of the Vice-President of Internal Affairs, the Speaker Pro Temp shall preside. The Vice-President of Internal Affairs shall be an ex-officio member of the Student Senate, and vote only in the case of a tie.

Quorum: Quorum shall consist of two-thirds of the Student Senate. No business can be transacted without a quorum.

Section III. Student House of Representatives: Shall be the lower house of Student Congress. The Student House of Representatives shall be empowered to:

- A. Review and approve New Student Organizations
- B. Determine by a plurality, its rules and procedures;
- C. Enact legislation to promote and insure the educational growth of the student body;
- D. Censure or expel a member by two thirds vote;
- E. Create any committees it deems necessary and proper for carrying out the powers granted in this Constitution. The House Leader shall be the chief authority within the lower house with the absence or resignation of the Speaker. This person shall be elected at the first Student House of Representatives meeting by a majority vote of the Student House of Representatives.
- F. All meetings shall be open to the Student Body

Composition: The Student House shall be composed of one (1) representative from each club/organization and residence hall of the university.

Presiding Officer: The SGA Speaker Pro-Tempore shall preside over the Student House of Representatives. In the absence of the Speaker Pro Temp, the House Leader shall preside. The Speaker Pro-Tempore shall be an ex-officio member of the Student House, and vote only in the case of a tie.

Quorum: Quorum shall consist of two-thirds of the Student House. No business can be transacted without a quorum.

Section IV. Joint Session of Student Congress:

- A. The Student Senate and Student House of Representatives shall meet in Joint Session to approve any increase in Student Fees and any other legislation to affect the university community as a whole.
- B. The Officers of the Student Senate shall preside over all joint session of the Student Congress.
- C. The Officers of the Student Senate will follow the SGA Constitution and Roberts Rules of Order.

Section V. Vacancies:

All vacancies in the Student Legislature shall be filled in the same manner as original appointments.

**ARTICLE V
Judicial Branch**

Section I. Student Responsibility: Every student at Elizabeth City State University has an initial responsibility to himself, his/her peers, and to Elizabeth City State University to prohibit lying, cheating, and stealing, whether or not these actions significantly impair the academic processes and the advancement of educational opportunities of the university community.

Section II. Judicial Power: The Judicial power of the Student Body shall be vested in the Student Court for hearing matters involving minor disciplinary offenses as set forth in the Student Handbook as well as other administratively delegated disciplinary matters.

Section III. Student Court: The Student Court of the Student Body shall be composed of a Chief Justice, ten Associate Justices, and the Attorney General (non-voting). Student Court Justices shall be appointed through a three (3) branch application process. Starting with the Attorney General, Chief Justice, and Associate Vice Chancellor for Student Affairs through an application process who shall carry 1/3 of the vote needed for appointment. The Student Body President shall be privy to all information and interviews of such candidates seeking a position as a Student Court Justice and shall carry 1/3 of the vote needed for appointment. If necessary, the Student Senate shall cast the final 1/3 vote needed for appointment to the Student Court. The Chief Justice, Associate Justices, and Attorney General must have and maintain a minimum cumulative GPA of 2.75. Failure to do so will result in immediate removal from office.

Section IV. Jurisdiction: The Student Court shall have jurisdiction to hear and make recommendations regarding all disciplinary matters referred by the Vice Chancellor for Student Affairs or his/her designee and shall return its findings and recommendations to the Vice Chancellor for Student Affairs or his/her designee within five (5) days while school is in session, or as soon as time permits when school is not in session. After receipt of the Student Court's findings and recommendations, the Vice Chancellor for Student Affairs or his/her designee shall render a decision for each disciplinary matter within the time frame set forth within the Student Handbook.

Section V. Voting: A quorum for the Student Court shall consist of five members. A majority vote shall constitute a decision of the Court. The Associate Justices shall be the only voting members of the

Student Court. Exception: In case of a tie vote, the Chief Justice shall cast his/her vote to break the tie.

Section VI. Attorney General: The SGA Attorney General shall receive all disciplinary matters referred by the Vice Chancellor for Student Affairs or his/her designee. The Attorney General shall:

- A. Compile all available facts for each matter and submit all relevant information to Student Court for the student disciplinary hearing; and,
- B. Request witnesses to appear at student disciplinary hearings.
- C. Present all facts and evidence to the Student Legislature regarding impeachment of any SGA positions.

Section VII. Student Rights:

- A. A student with a disciplinary matter before the Student Court shall have the right to:
- B. Receive written notification of the charges and time and place of the hearing at least five (5) days before the hearing.
- C. Select his/her own representative for the hearing. The representative may not be a professional attorney. The accused student may have a representative appointed by the Student Court.
- D. Present character witnesses on his/her behalf.
- E. Review all written evidence and obtain a list of witnesses prior to the hearing;
- F. Plead innocent of the charges, without being subject to a subsequent disciplinary hearing for dishonesty, if proven guilty of the charges.

Section XIII. Chief Justice: The Chief Justice shall be the chief administrative officer in charge of conducting Student Court hearings.

Section IX. The Associate Justices: The Associate Justices shall establish proper and reasonable Student Court hearing procedures including:

- A. Requirements that all findings and recommendations of the Student Court be in writing and forwarded to the Vice Chancellor for Student affairs or his/her designee who shall notify the student involved of the decision rendered;
- B. Requirements for maintaining accurate records of all referred disciplinary matters.

Section X.. Removal From Office:

The Justices and the Attorney General of the Student Court may be removed from removed from office by a two-thirds vote of the Student Legislature, provided quorum is obtained, for a finding of misconduct. Charges may be brought against a member of the Student Court by any member of the university community. The Student Court Justice must be immediately removed. The Chief Justice of the Student Court shall preside over impeachment hearings, unless he/she is the accused. In the event of the latter situation, the Attorney General must present all evidence and preside.

Section XI. Vacancies:

Vacancies in the Student Court shall be filled by the Attorney General through the application process.

Section XII. Impeachment:

Impeachment of the SGA President, Vice-President of Internal Affairs or any member of the Executive Branch or Cabinet shall be by a two-thirds vote of the Student Legislature, provided those present constitute a quorum. The Student Legislature shall be provided with evidence as it relates to persons involved in the impeachment process. The Chief Justice of the Student Court shall preside over the hearing, unless he/she is the accused. In the event of the latter situation, the Attorney General must present all evidence and preside.

ARTICLE VI

Elections

Section I. The Election Board shall administer all rules and procedures governing student elections. The President of the Student Government Association shall appoint members of the Election Board for one academic year. All appointments must be approved by a two-thirds vote of the Student Senate, provided those present constitute quorum. The Election Board shall consist of a chairperson and eight student representatives (two from each class). Members of the Election Board shall:

- A. Have and maintain a minimum cumulative GPA of 2.75 (exception: incoming first semester freshmen). Failure to do so shall result in immediate removal from office.
- B. All members of the Election Board must be in good standing with the university, not on probation or with a pending disciplinary matter. With the exception of freshmen representatives, all members must have been in attendance at the university at least one year prior to their term.
- C. Ensure fairness and equity of opportunity for all qualified candidates for campus-wide student elections
- D. Make all necessary arrangements and policy recommendations for the protection and tabulation of ballots.
- E. Verify the on-line ballots cast in each student election and ensure that each candidate has no more than one observer in the vicinity of the voting area when on-line voting is not used.
- F. Recommend candidates for office after certifying petitions and investigating qualification of all candidates in conjunction with the Office of Student Life.
- G. Make a record of election returns for future reference.
- H. Carry out other duties as assigned by the SGA President, SGA Advisor, and the Director of Student Union.

Section II. General Elections:

- A. The following SGA officers shall be voted upon during the general student elections: President, Vice-President of Internal Affairs, Vice President of External Affairs, Attorney General, Recording Secretary, Corresponding Secretary, Treasurer, Attorney General and Mr./Miss Elizabeth City State University;
- B. To seek and hold office of SGA President or Vice-President of Internal Affairs, candidates must have and maintain a minimum cumulative GPA of 3.0. In order for a candidate to be considered for President he/she must have served at least one year of experience in SGA (including Student Court, Student Senate, Class Officers, and SGA Committees) in any capacity. In the circumstance that no candidate meets the previous requirements, it is the responsibility of the Election Board to review and approve accordingly. Failure to maintain the required GPA for all SGA positions shall result in immediate removal from office. Candidates for SGA President or Vice-President of Internal Affairs must classify as either a junior or senior upon assuming the office.
- C. To seek and/or hold any other SGA position, candidates must have and maintain a minimum cumulative GPA of 2.75.
- D. In addition, during the nomination period all candidates must submit a petition endorsed by 200 undergraduate students.
- E. Student elections shall be held during the spring semester and shall not be held within one week after a scheduled semester break, or during university's examination period. The Election Board, in conjunction with the Office of Student Life, shall establish the exact date of student elections.
- F. Students who plan to graduate before the completion of a potential term of office shall be barred from running for or holding any SGA office.
- G. Failure of an SGA officer (Executive, Legislative or Judicial), elected or non-elected, to maintain the required GPA shall result in immediate removal from office.

Section III. Time of Inauguration and Oath of Office:

All Student Government officers shall take an oath of office to preserve, protect, and uphold the constitution. The inauguration ceremony shall take place within seven days after the election, or otherwise after the resolution of a disputed election.

A. The Oath of Office is as Follows:

“I (name of student) pledge to uphold the Constitution of the Student Government Association of Elizabeth City State University and to do my best to fulfill the official duties and responsibilities entrusted to me as (name of office) for the (relevant) academic year.”

Section IV. Recall:

Any constituency shall have the power to recall any officer elected by the constituency under this Constitution. If the constituency is a campus wide constituency, the petition to recall shall be submitted to the President of the Student Government Association and shall not be valid unless signed by at least twenty percent (20%) of the qualified voters. The President shall immediately direct the Election Board to immediately review the validity of the petition and to immediately conduct an election for the office in question, in which case the officer(s) in question shall be a candidate(s). The incumbent shall continue in office until the results of the election are officially announced by the Student Government Association.

Section V. Initiative:

The Student Body has the power to initiate any act within the power of the Student Senate provided that twenty percent (20%) of the Student Body endorses a petition calling for a referendum. The Student Senate shall determine the constitutionality of the petition, submit it to the Election Board for review, and direct the Election Board to administer a referendum in no fewer than five days and no more than ten days after receiving the petition and bill. Public notice shall be posted four days before election and a majority of the votes cast by the Student Body shall pass the bill.

Section VI. Review:

The Student Body has the power to call for a ballot on any act of the Student Senate provided a petition documenting the ballot and the proposed action in written form endorsed by twenty percent (20%) of the Student Body is submitted to the SGA President. The SGA President shall determine the constitutionality of the petition and direct the Election Board to conduct an election on said acts in no fewer than five and no more than ten days after receiving the petition. Public notice shall be posted four days before the election and a majority of the votes cast by the Student Body shall pass the bill.

Section VII. Guidelines for Class Elections:

- A. The elected class officers shall be President, Vice President, Secretary, Treasurer, two SGA Senators, and Mr. and Miss Class Representatives;
- B. All class elections shall be held in conjunction with the SGA elections (spring semester), exception: freshman class elections shall be held two weeks after the official opening of the fall semester.
- C. The SGA Vice-President of Internal Affairs shall preside over the freshman class nominations;
- D. All nominees shall campaign one week following the nominations and shall be voted upon the following week by the class. No provision shall be made for additional nominees. The persons nominated must be present at the meetings.

- E. With the exception of on-line elections, all class meetings and elections shall follow Robert's Rules of Order for Parliamentary Procedure.
- F. With the exception of on-line elections, two advisors must be present for student elections but meetings may be held with only one advisor present.
- G. In addition, during the nomination period all candidates must submit a petition endorsed by 75 students that are in their current classification.

ARTICLE VII

Amendments

Section I. Amendments to this constitution must be proposed by one of the following methods:

- A. Before the body of the Student Senate in the form of new business; or
- B. Presented by any non-congressional member in writing to the Chair of the Student Senate (Vice President of Internal Affairs)
- C. When a written petition endorsed by twenty-five percent (25%) of the Student Body is submitted to the Student Government Association President, and subsequently ratified. The President shall then direct the Election Board to conduct an election and a two-thirds vote shall ratify the amendment.

Section II. Enactment: All amendments shall receive the first reading in the Student Senate.

Section III Amendments must be passed by two-thirds vote of the Student Senate.

Section IV The student body must be provided with the amendments via a student forum, publication in the campus newspaper and other means as deem necessary.

Section V. A committee on Constitutional Review shall meet every two years beginning in 2012 to review this constitution and shall have the authority to present revision to the Joint Session of the Student Congress for confirmation.

Article VIII

Ratification

Section I. The procedure for ratification requires two-thirds vote by the Student Senate

Section II. This Constitution shall become effective July 1, 2010

Section III. This Constitution shall be the SUPREME AUTHORITY of the Student Law. Any bills, resolutions, rules or procedures enacted prior to the ratification of this constitution shall be considered null and void.

All members of SGA being student leaders are bound by the Student Code of Conduct. Any members of the SGA cabinet found guilty, placed on probation, suspended, or expelled by the student court must be immediately removed from office by the SGA Advisor.

Article XI

Class Councils

One officer from each class will be elected by the student body. The sophomore, junior, and senior class officers will be elected during the spring semester and shall begin their term for the following fall and spring semesters. The freshmen class officers shall be elected during their incoming fall semester and shall begin their term once elected and the following spring semester.

Section I. Class Presidents: The powers and responsibilities of the Class President shall be to

- A. Call and preside over class meetings for respective class;
- B. Provide a class meeting once a month
- C. Serve as an ex-officio member of the Student Affairs Budget Allocations Committee;
- D. Representing the respective class at official affairs with the administration, faculty, and students from other campuses;
- E. Appoint members to the Class Cabinet as deemed necessary. All Class Cabinet appointments are subject to approval by a two-thirds vote of the Student Senate.
- F. Serve on the Student Senate as ex-officio member;
- G. Submitting requisitions for transactions, disbursements and/or withdrawals involving class funds jointly with the Class Treasurer;
- H. Serve on the SGA Presidential Council

Section II. Class Vice President: The powers and responsibilities of the Class Vice President are as follows:

- A. Assuming the Class Presidency in the event that the elected Class President is impeached, resigns or is otherwise removed from office;
- B. Performing the duties of the Class President in his/her absence;

Section III. Class Secretary: The powers and responsibilities of the Class Secretary are as follows:

- A. Serving as executive secretary to the Class President;
- B. Conducting all Class correspondence;
- C. Keeping written records of all Class meetings and Class Executive Board meetings; and,
- D. Maintaining all Class records and files; and arranging for permanent preservation of Class's archives.

Section IV. Class Treasurer: The powers and responsibilities of the Class Secretary are as follows:

- A. Shall be responsible for the complete accurate accounting of all Class funds.
- B. Handling all respective Class fiscal affairs;
- C. Keeping all respective Class financial records; and
- D. Signing all monetary documents co-signed by the Class President.
- E. Shall serve on the SGA Finance Committee

Section V. Class Senator: The powers and responsibilities of the Class Secretary are as follows:

- A. Serve on the SGA Student Senate
- B. Serve as a member of the respective SGA Class Executive Board
- C. Establish guidelines and procedures for the execution of legislative business
- D. Enact legislation to promote and insure the educational growth of the student body

Section VI. Class King/Queen: The powers and responsibilities of the Class Secretary are as follows:

- A. Serve on the Mr/Miss ECSU royal court
- B. Represent respective class at all functions

MISS AND MR. ELIZABETH CITY STATE UNIVERSITY

Miss and Mr. Elizabeth City State University (Miss and Mr. ECSU) are the official student hostess/host and ambassadors for the university. Since the inception of Miss ECSU (1934) and Mr. ECSU (2000), they have played a significant public role, as student representatives. They are expected to be persons of high moral character and students with a great deal of school pride and spirit.

The winning candidates will be crowned at the Coronation. Their reign will end the following year with crowning of the next Miss and Mr. ECSU. In case either winning candidate is unable to fulfill the duties as Miss ECSU and Mr. ECSU, the first runner-up will assume the responsibilities of the title, with all privileges, and complete the reign. All positions will ascend to the next level. The official announcement of the winners will be made at the annual Student Government Association Gala.

Qualifications

1. Candidates must be classified as juniors and be prospective full-fledged seniors at the beginning of the upcoming academic year and must serve the entire academic year. In the event a prospective candidate wishes to be re-elected, an Advisory Board administrative decision will be made based on the candidate's academic file and the adherence to the ECSU Code of Conduct.
2. Candidates must have a minimum cumulative grade point average of 3.0 and must maintain a minimum cumulative grade point average of 3.0 for the duration of their reign. Failure to do so will result in forfeiture of the title.
3. Candidates must have been enrolled as a full-time student at ECSU for at least two consecutive years.
4. Candidates must have actively participated in at least two extracurricular activities, excluding sororities and fraternities.
5. Candidates must comply with the Code of Conduct (see Student Handbook) that has been sanctioned by the University.
6. Candidates must be able to express themselves well in oral and written communications.
7. Candidates Personal Profile:
 - ◆ Candidates for Miss ECSU must be of female gender; candidates for Mr. ECSU must be of male gender.
 - ◆ Candidates must be single (never married).
 - ◆ Must be between the ages of 18 - 26.
 - ◆ Must not become pregnant nor become a mother or father for the duration of their reign.
 - ◆ Must not have children.
 - ◆ Must possess a clear civil and criminal record.
8. Candidates' wardrobe must include appropriate attire and accessories for various university functions. For Miss ECSU, such attire and accessories would include: skirt/pants, suits, dresses, gowns, outerwear, matching hosiery, shoes, and jewelry in school colors. For Mr. ECSU, such attire and accessories would include suits, formal wear, dress sacks, dress shirts, outerwear, ties, shoes and socks in school colors.

Advisory Board

The role of the Advisory Board is to provide Miss and Mr. ECSU with a clear understanding of their duties and responsibilities to the university. The Advisory Board will:

- ◆ Participate in the selection process
- ◆ Supervise the Queen and King's performance as required
- ◆ Plan the annual Pageant and Coronation
- ◆ Support Miss and Mr. ECSU as they perform the tasks associated with their official role, and with the fulfillment of their academic pursuits
- ◆ Provide guidance to ensure that Miss and Mr. ECSU always represent the university in a professional manner.

The University Advisor to Miss and Mr. ECSU is the Coordinator for Student Leadership and Development and he or she appoints the other members of the Advisory Board.

STUDENT CLUBS AND ORGANIZATIONS

There are many opportunities here at Elizabeth City State University for student involvement. Student organizations, Student Leadership Academy, Intramural and Recreational Activities are but a few of the many ways students may get involved at the University. The college experience is more gratifying when a student is able to enhance their talents and skills. Combining academics and other interests allows the student to become more discipline in managing their time, and also helps the student to develop and cultivate lifelong leadership skills. The Office of Student Life is here to enhance your college experience

Each student is free to select any club or organization within the scope of his/her interests, and seek membership into that group. Clubs and organizations provide wonderful opportunities for leadership training and are good laboratories for social learning. All clubs and organizations must be officially approved by the university. Applications for all new and inactive organizations should be submitted to the Clubs and Organizations Coordinator who will then forward it to the Student Government Association for an endorsement, after which it will be presented to the Director Student Activities.

The following rules apply to students who seek to reactivate or form a new club or organization:

1. Two advisors (at least one must be a faculty/staff member) are required and they both must complete and return an Advisor Commitment Form;
2. The proposed group must verify that an existing club or organization is unable to meet its needs;
3. A copy of the constitution and by-laws must be submitted to the Clubs and Organization Coordinator.
4. Complete and submit the Student Organization Registration Form with a minimum of ten (10) student members; and
5. Students must be in good standing with a minimum GPA of 2.0

NOTE: All club and organization presidents are required to complete the Student Leadership Development Program. Failure to do so will result in the club or organization being rendered inactive. Also, any club or organization which fails to plan and carry-out at least one activity per semester and one community service, will lose their funds allocated from Student Affairs.

SOCIAL FELLOWSHIP ORGANIZATIONS

P.O.I.S.O.N. (Drumline Social Organization)-Open to students who are drummers in the ECSU Band. Purpose is to establish PRIDE and UNITY within the drumline. Promote and strengthen the University and community through positive activities of common interest and create an overall positive image. (Alpha Omega Chapter)

Tuba Phi Tuba Band Fellowship for Brass Players-Open to students who play tuba or some brass related instrument. Mission is to bond brass players of HBCU's and other music programs at all levels of education.

Groove Phi Groove Social Fellowship Inc.- Groove Phi Groove Social Fellowship, Inc. was founded at Morgan State College (now Morgan State University) on October 12, 1962 by fourteen daring, young, black American men who wanted to change the way we think about brotherhood. It's mission is to perpetuate the Fellowships purposes, the National Office encourages affiliate chapters to participate in and support community service and civic programs aimed at youth mentoring, academic tutoring, scholarships, and activities that address the problems of homelessness, drug abuse, and alcoholism. (Viking Chapter)

CLUBS AND ORGANIZATIONS

Aeronautics Club-Open to all students interested in the field of Aeronautics

American Marketing- Association-Open to students interested in Marketing

AMP (Alliance for Minority Participation) Club-To foster leadership development through the coordination of educational and awareness projects.

Apothecary Club-Open to all students majoring in Pharmacy.

Blue Dynasty- Open to all students who exhibit grace and style through different forms of dance. Auditions are held every semester.

Chemistry & Physics Club – Open to all Chemistry and Physics majors and all interested students.

Chess Club-Open to all students

Colleges Against Cancer- A nationwide collaboration of college students, faculty, and staff dedicated to eliminating cancer by working to implement the programs and mission of the American Cancer Society.

Commuter Club - An organization of interested students who do not live on campus.

Concerned Black Awareness Council - Promotes cultural, social, and political consciousness among students.

Criminal Justice Club - Organized to promote and familiarize students with the criminal justice field and to give them an opportunity to meet with in-service persons working in law enforcement and related areas. Open to Criminal Justice majors and other students with interest in the field.

Debate Team-Open to all ECSU Students

ECSU Aeronautics Club-Open to all students who major or minor in Aeronautics providing them with an out of classroom experience with Aviation.

ECSU Chapter of American Marketing Association-Open to all students who major or minor in marketing.

ECSU Chapter of NAACP - National Association for the Advancement of Colored People. Open to all students.

ECSU Chess Club-Open to ECSU students who would like to learn how to play the game or who know how to play the game.

ECSU Collegiate Chapter of Music Educators National Conference - Open to all Music Educator and Music majors.

ECSU Minority Association of Pre-Medicine-Open to all students interested in pre-medicine

ECSU Peer Wellness Educators-Organized to promote wellness of the body and familiarize students with the steps to maintain their wellness through exercise and eating habits.

English Club - Organized primarily to enrich literary experiences. Open to all interested students.

Essence of Praise - Open to all students interested in Gospel and spiritual songs.

Existence Modeling Troupe-Open to students interested in modeling

Free Mindz Poetz-Open to all students who are interested in spoken word and performing arts

History and Political Science Club - Open to all Political Science majors or minors; organize discussions and activities to stimulate interest in public issues.

HOSA-Open to all students

IEEE ECSU Student Branch- Open to all students

Industrial Arts Club - Open to all Industrial Arts and Technology majors and all interested students.

International Students Club-Open to all international students.

Intuition-Open to all students interested in dance

Kuumba Art Society - Open to all students who are interested in art. This organization is solely campus-based.

Library Club - Open to all students interested in library activities, promotes reading and research among students.

MAPS-Open to all students

Mass Media Club – Open to all students interested in Mass Media.

Math and Computer Science Club - Open to all math and computer science majors and all interested students.

Music and Entertainment Industry Student Association –Open to all Music majors and all interested students.

National Association of Black Accountants-Open to accounting majors and all interested in accounting careers.

National Black MBA Association-An individual who is actively pursuing an advanced management degree at a recognized college or university. The individual may be enrolled in a program as either a full-time or part-time student.

National Community Pharmacists Association – Open to all Pharmacy students who are currently enrolled and in good standing in an accredited college of pharmacy.

National Council of Negro Women-Open to African American women and other women of color.

National Pan-Hellenic Council - Serves as the coordinating body between the university and all Greek letter organizations on campus. Representatives of the organizations comprise its membership.

National Technical Association-Open to all students who major or minor in Math/Science

New Generation Campus Ministries - Made up of different denominations, is open to all interested students.

NewPennDel – Open to any student who resides in Delaware, New Jersey and Pennsylvania that is enrolled at ECSU and who wishes to support the smooth the transition from a northern region to a southern region.

O' Shea Couture Designers – Open to all students who are interested in designing and showcasing clothing. Auditions are held every semester.

Peer Health Educators - Open to all students who are interested in helping to educate their peers about all aspect of health that affect everyone

Pep Squad – Open to all students interested in promoting school spirit, increase crowd participation at sporting events.

Phi Beta Lambda (Future Business Leaders of America) Eta Sigma Chapter - Open to all students enrolled in business subjects.

Pre-Alumni Club - Works with full-time students to promote the interest of the University and to familiarize students with the activities of the Alumni Association.

Psychology Club-Open to all Psychology majors or minors

Rated X-A Freshman Class step team. Auditions are held annually for the group.

Red Cross Club-Open to students enrolled at ECSU Students

Residence Hall Council - Governing body of residence halls. Plans social and educational functions and has judicial powers. Membership is by election.

S.I.F.E. (Students in Free Enterprise) - Open to all students enrolled in business subjects

Social Sciences Club - Open to all students, especially Social Science majors.

Social Work Club – Open to Social Work majors and other students with interest in the field.

Society of Physics Students – Open to all students interested in physics

Student Chapter of NAE/SNCAE (Student North Carolina Association of Education) - Open to all students who are interested in art education. Students must become members of the National Art Education Association to participate in this organization.

Student Athlete Advisory Committee - To act as a vehicle of communication between student athletics, the CIAA member institutions and the NCAA; promote student athletes involvement in both divisions of CIAA, campus and community service activities and projects; design and implement projects that will enhance academic achievement and social responsibility amongst student athletics.

Student Leadership Development-Open to individuals who are student leaders on campus as well as those who desire to be student leaders.

Student National Education Association (SNAE - PW Moore Chapter) - Designed to help develop attitudes which will make for good teaching personalities. Open to all pre-teachers, and other interested students.

Technology Club-Open to all Technology majors or minors.

T-Sweets (Talented Sisters Who Exemplify Excellence Through Sisterhood) - An auxiliary organization of Tuba Phi Tuba Band Fellowship for Brass Players

The Compass Staff - The university newspaper provides excellent opportunities for students interested in journalism. Open to all students.

Toastmaster Gavel Club-Open to all students majoring or minor in Business Administration.

University Players - For those who believe that “the play is the thing.” Open to all interested students.

Usher’s Guild - Provides ushering service for all university affairs. Open to all interested persons.

VANS – (Viking Assisting New Students) Open to all students interested in helping freshmen and new transfer students adjust to college life.

Vike Nu’ Fashion Troupe – Open to all students. A modeling troupe that showcase fashion and design. Auditions are held each semester.

Viking Fellowship Book Club-Open to all ECSU Students

Viking Yearbook - Depicts all phases of life on campus. Students who are members of the staff have an opportunity to exhibit their talent in planning and arranging materials. Open to all interested students.

“What Am I Worth”-Open to all ECSU Students

Woodwinds With Soul (WWS)-Open to students who play woodwind instruments.

Advisors:

Each organization and class must have two (2) advisors. Advisors may be selected by the organization or appointed by the university. All advisors must be officially approved by the Coordinator for Clubs and Organizations.

Meetings of Organizations:

University owned facilities may not be used without prior approval. A requisition form must be completed at least seven (7) days in advance to reserve space. For more information, contact the Office of Student Life, (252) 335-8719

ADDITIONAL INFORMATION REGARDING CLUBS AND ORGANIZATIONS CAN BE OBTAINED BY CONTACTING THE OFFICE OF STUDENT LIFE

HONOR, RECOGNITION, AND PROFESSIONAL SOCIETIES

A number of honor, recognition, and professional societies are to be found on campus. All honor, recognition and professional societies must be officially approved by the university. These groups must register with the Director of Student Activities.

Alpha Phi Sigma (1922) - Chi Rho Omega Chapter (1993): Honor society; criminal justice.

Alpha Psi Omega (1925)- Phi Zeta Chapter (1970): Recognition society; high achievement in theater arts. Membership by selection and restricted to members and the advisors of the University Players.

American Chemical Society: Open to all Chemistry and Physics majors and minors

Association of Computing and Machinery: To promote an increased knowledge of the science, design, development, construction, language and application of modern computing machinery.

Beta Beta Beta (1922) - Eta Chi Chapter (1975): Recognition society; biological sciences to promote scholarship in the area of biology. Members are selected.

Biology Association: Open to all Biology majors and minors.

Phi Alpha Honor Society (1962)- Pi Psi Chapter: Honor Society; Social Work. Requires declaring Social Work as a major, achieved sophomore status, completed 9 semester hours of required Social Work courses, admitted to the Social Work Program, overall GPA of 3.0 on a 4.0 scale, and achieved a 3.25 GPA in required Social Work courses.

Psi Chi (1929) - Elizabeth City State University Chapter (1993): Honor society; Psychology. Requires scholarship in the upper 35% of class, and completion of at least nine semester hours in psychology, with at least a 3.0 average.

Sigma Beta Delta (1994)- Elizabeth City State University (2003): Honor Society; Business. Requires scholarship in the upper 20% of class and a junior or senior classification.

Sigma Tau Delta International English Honor Society: There are 2 categories of membership (1) ACTIVE MEMBERS : must be majoring or minoring (or the equivalent) in the discipline of English and have a “B” average in English plus a GPA of “B”, (2) ASSOCIATE MEMBERS: must have a “B” average in English/ Literature Courses and have an overall GPA of “B” and do not have to be majoring or minoring in English.

HONOR POSITIONS

Mr. and Miss ECSU: Candidates must be eligible for senior status at the next period of their enrollment. They must maintain a minimum cumulative GPA of 3.0.

Who’s Who: Students chosen for Who’s Who Among Students in American Colleges and Universities may be either juniors or seniors. Names are first submitted to the Who’s Who Committee. If approved, they are sent to the Advisory Council for final approval. Any student, staff, or faculty member can nominate a student.

Bearer of the Mace: Graduating student with the highest academic average.

GREEK LIFE

Greek letter organizations at Elizabeth City State University develop and maintain membership programs that complement and strengthen the mission of the university. They assist new students in their orientation to the demands of higher education and encourage their respective memberships to adopt and maintain high academic standards. Greek letter groups promote participation in college programs. They also develop close cooperation between Greeks and university officials, faculty, and other student organizations. They offer training to undergraduates in leadership and democracy. They enhance the university through the work of loyal alumni and

strong undergraduate chapters. Greek-sponsored service projects contribute positively to the local community. Greek letter organizations add a diversity of lifestyles that support the achievement of purposeful living in the university community.

Institutional Support

Fraternities and sororities are an integral part of the total student life program at Elizabeth City State University.

As campus organizations, they are entitled to:

1. Receive the assistance from Student Life staff in the normal business activities and operations of the chapter.
2. Use university facilities, equipment, and services in conformity with prescribed policies and procedures.
3. Receive advising and other support services from the Office of Student Life and other university sources.
4. Collect dues, sponsor fund-raising events, and solicit funds according to University policy.
5. Receive University awards, honors, and other recognitions.
6. Be listed in University publications.
7. Sponsor program activities consistent with the purpose of the organizations.
8. Participate in membership intake programs.

Expectations of Fraternal Chapters

Because membership and participation in the Greek system at the University is a privilege, chapters will:

1. Adhere to the tenets of this document.
2. Abide by all appropriate rules and regulations of the university and all local, state, and federal laws and statutes.
3. Assist in the university's efforts on recruitment, retention, and responsiveness to student needs.
4. Provide feedback to the administration on campus climate, policy, and procedure development.
5. Respect members of the university community who are not Greek affiliated.
6. Respect other chapters, their members, and their property.
7. Participate in campus activities and contribute to campus life by sponsoring or co-sponsoring public service and/or campus improvement projects and social programs.
8. Provide programs in scholarship, human relations, leadership development and other areas critical to member development.
9. Create and maintain an atmosphere conducive to high academic achievement.
10. Maintain chapter viability through sound financial management.

GREEK JUDICIAL BOARD

PURPOSE

The Greek Judicial Board at Elizabeth City State University is established to advance the general interests of the Greek community in connection with the welfare of the student body and the university as a whole, and to exercise such government control as might be necessary to accomplish such ends.

Composition

The Greek Judicial Board will consist of eight (8) members composed of the following:

- a. Director of Student Activities (Presiding Chair)
- b. Two Greek Faculty Advisors
- c. One Non-Greek Staff Member
- d. Student Government Association Attorney General

- e. President of Pan-Hellenic Council
- f. Two Additional Members from Greek Organizations

No organization can be represented more than once, and no member from the organization under investigation may sit on the board.

Jurisdiction

The Greek Judicial Board will hear incidents involving fraternity and/or sorority chapter activities which may violate Pan-Hellenic policies and all alleged violations of the Student Code of Conduct (including hazing).

Enlightenment Process

The ultimate function of the Greek Judicial Board is to promote compliance with the standing rules of the Greek Community. To do this, the Board must function in the following manner

Article 1: Complaints

- a. Complaints must be submitted in writing to the Office of Student Affairs and an investigation begun within three (3) days of the alleged infraction. (Convened by the Director of Student Activities)
- b. The investigative process can be stated in an anonymous manner, but must be strongly supported by evidence as uncovered in the process. Examples of evidence include, but are not limited to, eyewitness accounts, paper trails, medical documentation, police reports, etc.
- c. If the investigation warrants further action, a hearing must be conducted

Article 2: Hearing Procedures

When a student or organization is charged, she or he meets with the Director of Student Activities who conducts a preliminary conference. In this conference, the Director of Student Activities gives the accused student a copy of the Instrument and reads to the accused their rights as guaranteed by the Instrument. Among the rights afforded to the student are the right to know the evidence against them, the right to face accusers, the right to know possible sanctions, the right to have a student defense counsel, the right to be considered innocent until proven guilty, and the right to not answer questions that might be self-incriminating.

The defendant and his or her counsel work to gather information that supports the position of the defendant. Likewise, an investigative counsel of the Director's staff simultaneously compiles information that supports the charge. Information collected by both parties is shared with the other party except that the defense has no obligation to share potentially incriminating information with the investigation. This sharing of evidence ensures that the defendant knows all of the evidence in a case so that there are no surprises at the hearing.

When both sides are prepared and at least 96 hours subsequent to the preliminary conference have passed, the hearing is held on the date that appears on the summons. Hearings are held in private, meaning they are not open to the public, unless the accused requests an open hearing in writing and the Board Chair grants the request. All hearings are tape recorded in the event that the Board's decisions are appealed. In addition to the Board members, the defendant, the defense counsel, and the investigator are present throughout all phases or presentation of evidence. Witnesses are present only during the time they are testifying.

Hearings begin with introductions of all participants involved and a review of whether Board members can objectively sit in judgment in the case. After the defendant states whether he is pleading guilty or not guilty, an overview of the case is presented in the investigator and defense counsel's opening statements. Evidence may then be entered into the record by the investigation and witnesses called. Witnesses may read into the record a general

statement of what she or he knows regarding the case being heard. The investigation, defense counsel, defendant, and Board members may then ask questions of the witness. Defense is then given the opportunity to present its evidence and witnesses in the same manner. When all of the witnesses and evidence for both the defense and investigation have been presented, the two sides present summations. The Board then begins a private, unrecorded deliberation of the case.

If students or organizations accused plead not guilty, the Board must maintain a presumption of innocence until the evidence and facts considered in deliberations indicate guilt beyond a reasonable doubt. If the Board finds insufficient evidence of guilt, the hearing ends and no sanction is imposed. If the Board finds evidence of guilt beyond reasonable doubt, the Board announces a verdict of guilty and then hears arguments regarding sanctions. Defendants may present evidence and character witnesses to the Board so that an appropriate sanction may be rendered.

Defendants who are found guilty and want to appeal the verdict and/or sanction rendered by the Board may do so by writing a statement to the Director of Student Activities office within five (5) working days of the conclusion of the hearing. This statement of appeal must include the grounds upon which the case is to be appealed. Defendants may appeal the verdict on the basis of insufficient evidence, the severity of the imposed sanction, or prejudicial error by the hearing body. The appeal is made before the Vice Chancellor for Student Affairs, and only one level of administrative appeal is permitted.

MEMBERSHIP INTAKE POLICIES AND PROCEDURES

ECSU Greek Life Privacy Statement

To protect the interests, privacy, and confidentiality of the member chapters of the NPHC, the Office of Student Life guarantees all documents submitted will be kept confidential. No one other than the Director of Student Activities, officers of the university, the respective National Headquarters, Chapter President, and Chapter Advisor will have access to these forms. All Membership Intake Forms will be stored for a minimum period of twenty-four (24) months. Access to these documents will be denied to all parties with the exception to those identified above. All organizations will submit the following policies to the Director of Student Activities:

- Non-Discrimination Policy
- Hazing Policy
- Alcohol and Drug Abuse Policy
- Sexual Harassment Policy
- Minimal Academic Policy
- Internal Disciplinary Procedures Policy

Hazing Policy

Elizabeth City State University requires that no fraternity, sorority, or student organization shall allow any of its alumni, associates, potential new members, new members, members, or others to participate in any form of hazing. Hazing is defined as any planned or spontaneous activity or situation, whether on or off campus, that is demeaning to an individual; calculated to produce ridicule or harassment; produce physical or mental duress; reduce a person to a state of subjection by physical or psychological means which impairs or destroys an individual's freedom of thought; or in any way threatens or endangers the health or safety of an individual. Such activities or situations include, but are not limited to:

- Any form of paddling
- Any activity which causes physical discomfort, pain or excessive fatigue
- Any morally demeaning, embarrassing or humiliating experience
- Activities which produce physical, psychological or emotional duress
- Any unnecessary, mandatory activities which interfere with academic class schedules or other scholastic activities

Individual or organizational violations will be immediately investigated and, if found guilty, issued sanctions of

suspension. Additional sanctions may be appropriate depending on the severity of the violation.

Membership Intake Procedure

NOTE: All “pledge” activities have been suspended by the Vice Chancellor for Student Affairs as of June 30th, 1990. The selection process is henceforth referred to as “**Intake**.”

Each organization engaging in membership intake must be in good standing with university policies both academically and socially, and must have submitted an updated membership roster with the GPA for each member.

To ensure that all member chapters of NPHC are following proper membership intake procedure, all forms must be completed in a timely manner. Below is an outline of the due dates for all documents related to membership intake.

1. Before ANY Membership Intake Activities can be planned:

The chapter must select a Membership Intake Coordinator; have that member complete the proper forms along with the chapter president, chapter advisor, and Director of Union and Student Activities

2. After selection of Membership Intake Coordinator:

- Complete form on membership intake plan and return to the Assistant Dean of Student Life. This form must cover all proposed Informational Nights and other recruitment based activities. If no membership intake is planned, then the proposed start and end dates are to be left blank. No NPHC member organization will be allowed to host recruitment events without completing this form.
- Complete an Activity Request Form for each and every Intake meetings and/or function, and return to the Director of Union and Student Activities. Throughout the process, no meeting or function is allowed to take place without the presence of the official advisors.
- All members and advisors must attend the Pan-Hellenic Membership Intake Seminar prior to the beginning of membership intake.
- Each organization must submit a list of potential members (with an advisors’ signatures) and a signed copy of an official letter from the organization’s Headquarters or Regional office granting permission to conduct Intake.
- Each organization will receive an approval letter for Membership Intake from the Office of Student Life within three (3) business days of our receipt of your Membership Intake Packet.

No intake activities can take place until the Membership Intake Coordinator and official advisors have received this letter

- After every recruitment event the Membership Intake Coordinator must return copies of Information Night Sign-in forms. In addition, all potential members who want to be considered for membership must fully complete a Student Information Card. All cards must be submitted to the Director of Student Activities before ANY membership intake activities can precede. These cards may be obtained from the Office of Student Life.
- All potential members must report to the Student Health Center on a weekly basis for mandatory physical. Membership candidates who fail to meet this requirement will be eliminated from the Intake Process.

3. Upon completion of the Membership Intake Process

Each organization must submit a final list of all new members certified by the advisors. Probate shows taking place before receipt of this list will be considered an act of hazing.

Non-adherence to these policies can lead to suspension or loss of organizational privileges as determined by the NPHC Judicial Council and Director of Student Activities.

Membership Eligibility:

1. A student must have completed a minimum of 30 semester hours at ECSU, and must have a minimum grade point average of 2.5 before being selected into any sorority or fraternity.
2. A student must be, at the time of his/her selection, a regular student of the university enrolled in a regular session.
3. Students enrolled at ECSU may be selected in only those sorority and fraternity chapters that are chartered on this campus.
4. No student shall be selected at a time that he or she is on disciplinary probation.
5. Students must be in good financial standing with the University before they are eligible for membership selection.
6. The university shall publish, each semester, the scholastic rank of each sorority and fraternity. Such rank shall be the same as that used by the University for determining honor points.
7. Any member of a sorority or a fraternity who fails to maintain a 2.5 GPA after being initiated shall be declared inactive and will not be allowed to participate in any activity of his or her chapter regardless of the nature of the activity until such time his or her average has been raised to a 2.5 as certified by the university Registrar's Office.

NATIONAL PAN HELLENIC COUNCIL FRATERNITIES

Alpha Phi Alpha- Colors are Black and Old Gold. Founded on December 4th, 1906 on the campus of Cornell University by seven college men. It is the first intercollegiate fraternity established by African Americans who recognized the need for a strong bond of Brotherhood among African descendants in this country. Fraternity mission statement is "Alpha Phi Alpha Fraternity, Inc. develops leaders, promotes brotherhood and academic excellence, while providing service and advocacy for our communities." (Beta Zeta Chapter founded February 21st, 1953)

Kappa Alpha Psi - Colors are Crimson and Cream. Founded on January 5th, 1911 on the campus of Indiana University by ten astute founders. The founders sought a formula that would immediately raise the sights of black collegians and stimulate them to accomplishments higher than they might have imagined. The Fraternity's public motto is, "Achievement in every field of human endeavor". (Epsilon Alpha Chapter founded April 22nd, 1961)

Omega Psi Phi – Colors are Royal Purple and Old Gold. Founded on November 17th, 1911 on the campus of Howard University by three undergraduate students along with the assistance of their faculty advisor. From the initials of the Greek phrase meaning "friendship is essential to the soul," the name Omega Psi Phi was derived. The phrase was selected as the motto. Manhood, scholarship, perseverance and uplift were adopted as cardinal principles. (Lambda Gamma Chapter founded May 14th, 1954)

Phi Beta Sigma - Colors are Royal Blue and Pure White. Founded on January 9th, 1914 by three African American students on the campus of Howard University. The founders wanted to organize a Greek letter fraternity that would truly exemplify the ideals of brotherhood, scholarship, and service. The Fraternity's motto is, "Culture for Service and Service for Humanity". (Gamma Rho Chapter founded March 25th, 1961)

Iota Phi Theta – Colors are Charcoal Gold and Gilded Gold. Founded on September 19th 1963 by twelve students on the campus of Morgan State University. The Fraternity’s purpose is, “The development and perpetuation of Scholarship, Leadership, Citizenship, Fidelity, and Brotherhood among Men”. Additionally, they conceived the Fraternity’s motto, “Building a Tradition, Not resting upon one”. (Iota Chapter)

NATIONAL PAN HELLENIC COUNCIL SORORITIES :

Alpha Kappa Alpha – Colors are Salmon Pink and Apple Green. Founded on January 15th, 1908 on the campus of Howard University by nine women. Alpha Kappa Alpha Sorority is the oldest Greek-letter organization established by African American college-trained women. Forming a sorority broke barriers for African American women in areas where little power or authority existed due to a lack of opportunities for minorities and women in the early twentieth century. The Sorority’s public motto is “By Culture and by Merit” (Delta Theta Chapter founded February 20th, 1954)

Delta Sigma Theta – Colors are Crimson and Cream. Founded on January 13th, 1913 on the campus of Howard University by twenty-two collegiate women. Its purpose is to provide assistance and support through established programs in local communities throughout the world. Today, Delta Sigma Theta Sorority is the largest African-American Greek-lettered sorority in the world. The Sorority’s public motto is “Intelligence is the Torch of Wisdom”. (Delta Chi Chapter founded December 12th, 1953)

Zeta Phi Beta - Colors are Royal Blue and Pure White. Founded on the campus of Howard University January 16th, 1920 by five co-eds with the belief that sorority elitism and socializing should not overshadow the real mission for progressive organizations- to address societal mores, ills, prejudices, poverty, and health concerns of the day. Zeta Phi Beta is the only NPHC sorority that is constitutionally bound to a fraternity, Phi Beta Sigma Fraternity, Incorporated. The Sorority’s public motto is “A Community-Conscious Action-Oriented Organization”. (Alpha Gamma Chapter December 12th, 1953)

Sigma Gamma Rho - Colors are Royal Blue and Gold. Founded November 12th, 1922 on the campus of Butler University by seven young educators. Sigma Gamma Rho Sorority's aim is to enhance the quality of life within the community. Public service, leadership development and education of youth are the hallmark of the organization's programs and activities. Sigma Gamma Rho Sorority addresses concerns that impact society educationally, civically, and economically. Sorority’s motto is “Greater Service, Greater Progress” (Delta Tau Chapter founded May 1st, 1970)

GREEK ORGANIZATIONS

Alpha Phi Omega- Founded in 1925, colors Royal Blue and Old Glory Gold. A National co-ed service fraternity organized to provide community service, leadership development, and social opportunities for college students. The purpose of the fraternity is "to assemble college students in a National Service Fraternity in the fellowship of principles derived from the Scout Oath and Scout Law of the Boy Scouts of America; to develop Leadership, to promote Friendship, and to provide Service to humanity; and to further the freedom that is our national, educational, and intellectual heritage.”(Chi Lambda Chapter)

Eta Gamma Pi- Founded September 23rd, 2004, colors Hot Pink and Tropical Blue. Open to female students. The purpose of the organization is to bring forth love, unity, sisterhood, leadership, and gracefulness; Also to present the Christian aspects of sisterhood to campuses, letting students and others see that by displaying God love Conquers all. It is to remind us that what you do for Christ will last. (Alpha Chapter)

Nu Gamma Psi- Founded on February 4th 1994, in Plymouth NC, colors Sand Khaki and Hunter Green our mascot is the Lion, the fraternity flower is the white rose and the cartoon mascot is the Incredible Hulk., in Washington county library. Incorporated on March 5th 2007, on the campus of Elizabeth City State University, The purpose of the fraternity is to spread love, community service, brother hood, leadership and courage to communities and college campuses. Out Fraternity motto is "it takes a man to pledge a frat but it takes a stronger and more courageous man to build one (Alpha Chapter)

STUDENT SERVICES

FINANCIAL AID

The Office of Student Financial Aid and Scholarships is responsible to the Vice Chancellor of Student Affairs and charged with the responsibility of developing and implementing the University's Student Financial Aid Scholarships Program. This consists of evaluating and determining a student's financial needs and making awards within the scope of funds available for student aid. The Office of Student Financial Aid and Scholarships is responsible for coordinating and channeling campus-based and other sources of financial assistance to the students.

Student Accounts

Financial Obligations:

All students are expected to meet their financial obligations to the university promptly and without notice from the Business Office. It is each student's responsibility to keep parents or guardians informed of all statements of accounts. Students whose accounts are more than fourteen (14) days overdue may have their attendance in classes discontinued or be requested to withdraw from the university.

Students are urged to make their tuition and fee payments by mail at least 15 days before reporting to the university. Remittances should be sent directly to the Office of Business and Finance; Elizabeth City State University; Elizabeth City, NC 27909 in the form of certified check, cashiers' check, money order, or cash by registered mail. Personal checks are not accepted unless certified.

Each check or money order should be made payable to Elizabeth City State University. A letter should be enclosed with each remittance stating clearly and specifically the purpose and for whom the money is intended. Since a check or money order made payable to Elizabeth City State University must be deposited in full to the student's account, money intended for personal use, books and supplies should not be included in the payment for tuition and fees.

The established State Fiscal Policies and Regulations under which Elizabeth City State University operates state that on registration day students' bills must be paid in full prior to the close of each semester for which students are registered. An account which remains unpaid after the close of the semester is delinquent. No official transcript or diploma may be issued by the Office of the Registrar until the account is paid in full.

The intent of this policy is primarily to place the responsibility for keeping accounts current on the student rather than on the university. The policy is not considered unduly burdensome considering the many scholarships, grants, loans and other funds which are available to qualified students.

The Title IV programs are Federal Pell Grant, Federal Supplemental Education Opportunity Grant, William D. Ford Federal Direct Loan Program (for students & parents), Federal College Work-Study, National Science and Mathematics Access to Retain Talent (Smart) Grant, and the Academic Competitiveness Grant.

Withdrawals:

If you receive federal student aid from any of the programs mentioned in this publication (except for Federal Work-Study), and you withdraw from school, some of that money may have to be returned by you or your school. Also, even if you don't finish your course work, you'll have to repay the loan funds you received, less any amount your school has returned to your lender.

Awarding Process:**Academic Year**

1. Financial Aid is awarded on an academic year basis (August - May). When the application process is complete and the Office of Student Financial Aid and Scholarships has received official allocations and payment schedule for the Federal Pell Grant disbursements from the U.S. Department of Education, the student is mailed an award letter **(for New Freshmen and Transfer Students only!!!)**
2. Primary consideration is given to the applicants demonstrating financial need.
3. Based on need, grants are awarded first, employment second, and loans third. These funds are packaged and awarded based on the availability of funds and the time of the application.
4. Federal PELL Grant adjustments are made after official registration for all recipients who are less than full time.

Summer School

Funds are based on what is remaining from the academic year. However, the Free Application for Federal Student Aid (FAFSA) of the current year will be used for summer school.

REFUND POLICY

If a student officially withdraws from the university on or before the first week of the semester, the amount paid may be refunded. After the first week of registration, the charges for tuition and fees will be assessed based on twenty percent per week for the next five weeks of the semester. After the first six weeks of the semester, no refunds will be issued. The weekly charge begins with the first day of scheduled classes regardless of the actual day of enrollment.

Financial Aid Funds will be adjusted in accordance with federal and state regulations.

If a student departs from the university without following the official withdrawal procedures, he or she may be subject to 100 percent of the semester charges.

Room and Board

If a student withdraws within the first five weeks of the semester, fifty percent of the room rental is refundable. After the first five weeks, there will be no refund of room rental. Board charges will be assessed based on ten percent per week for the first ten weeks of the semester. After the first ten weeks, no board charges will be refunded.

Refunds Due to Dropping and Adding of Courses

A student who drops courses so that he or she is no longer, a full-time student will have his or her charges reduced accordingly and will receive any refund due, provided the courses are dropped prior to the end of the official drop/add period. No adjustments or refunds will be made for courses dropped after the end of the official drop/add period.

Refund Payment Policy

The university will not release any refund of tuition, fees, room and board until at least four weeks have elapsed from the date of official withdrawal. Upon request, all refunds will be made by check payable to the agency or person responsible for the student's bill. No refunds will be issue prior to the established dates set by the office of Financial Aid without proof of extenuating circumstance.

STUDENT HEALTH SERVICES

Student Health Services provides quality health care services and educational programs to promote and maintain the health and well being of the student population. The services include diagnosis and treatment of general and acute medical problems, allergy injections, immunizations, and limited pharmaceutical and laboratory services. An exercise room is also available to those students desiring to develop an appropriate exercise regimen to improve their physical well-being.

Hours of Operation:

Student Health Services is open on a year round basis and closes during official university closings. Medical care is not available to students during semester and term breaks, and other class holidays. Only administrative assistance is available at these times.

Fall and Spring Semesters

Monday - Friday	8:00 a.m. - 5:00 p.m.
Wednesday	8:00 a.m.- 7:00 p.m. 5:00 p.m. – 7:00 p.m.
Physician Hours	10:00 a.m. - 4:00 p.m. Monday-Thursday 9:00 a.m.- 1:00 p.m. Friday

Summer Sessions

Monday - Friday	8:00 a.m. - 5:00 p.m.
Physician Hours	TBA

Appointments are encouraged and should be scheduled by calling 335-3267. Walk-in patients are seen on a first come, first serve basis around those who have scheduled appointments.

Faculty and staff should call 911 in the event of a medical emergency on campus.

In the event a student who resides in the residence halls becomes ill when Student Health Services is closed, medical care may be obtained from First Choice Urgent Care, or Albemarle Hospital in Elizabeth City.

After hours & Weekends, The Student Health Insurance provides a 24 hour Emergency Care Hotline (1-866-315-8756). The hotline provides confidential health care advice and information.

Transportation

Student Health Services can provide transportation to medical appointments in Elizabeth City if the Student was referred to an outside provider by the staff of Student Health Services. Arrangements for this transportation must be made prior to the scheduled appointment by calling (252) 335-3267.

Student Health Insurance

Students enrolled in 6 credit hours or more are required to have health insurance. Students have an opportunity to waive the health insurance fee within the first 20 (twenty) days of the fall and spring semester by completing the waiver process online at www.studentinsurance.com. Students who do not waive the health insurance fee will be

automatically covered under a health insurance policy purchased by the university. The primary purpose of this coverage is to offset the costs of health care. Brochures outlining the coverage and limitations may be obtained from Student Health Services.

An optional health insurance plan is available at an affordable price to part time students. Additional information is available online at www.studentinsurance.com

Any fees and charges for medical services, diagnostic procedures and laboratory services not covered by the student health insurance are the responsibility of the student.

Immunization Requirements

North Carolina law (General Statute 130A-152) requires that all graduate and undergraduate students taking more than four (4) credit hours on the campus submit documented proof of immunizations. All records must have an official seal/stamp, physician's signature or an official clinic personnel's signature to be valid.

Medical History

Any person attending class on campus should complete the Report of Medical History form and return it to Student Health Services.

PARKING

Parking Facilities

The vehicular parking facilities on campus are restricted to the use of Elizabeth City State University employees, students, and bona fide visitors.

Each parking lot on campus has been identified by a letter which is posted on that lot. Each registrant will be issued a parking decal bearing a letter which corresponds to a specific lot. The decal will enable the University Security Police to determine readily whether or not a particular vehicle is parked in the proper lot.

Reserved Parking

Parking is restricted to the exclusive use of vehicles having reserved spaces. All violators will be subject to towing at owner's risk and expense.

General Parking

Non-reserved numbered lots are restricted to the use of any vehicles displaying a valid Elizabeth City State University parking decal through Saturday.

Parking Rules and Regulations are in effect twenty-four (24) hours a day including towing:

1. Load Zones
2. Fire Zones
3. Reserved Spaces
4. Gates
5. Across Sidewalks
6. Blocking Sidewalks
7. Vehicles of habitual offenders
8. Abandoned Vehicles
9. Unauthorized vehicles parked in reserved spaces or designed areas
10. Vehicles preventing movement of other vehicles.

ECSU POST OFFICE

The Campus Post Office is located in the Ridley Center. All residential students receive a rental mailbox per calendar year at a rate of \$25.00, which is included in tuition. A \$5.00 replacement fee is charged for the

replacement of a lost, destroyed, or misplaced mailbox key. You must go to the Cashier's Station in the Thorpe Administration Building, pay the cashier, and bring the receipt to the Post Office so we may put in a request for a new key to be made. We will gladly check your mailbox until your key is made. If you transfer or leave the university during the school year, you must return your key in at the ECSU Post Office.

Please be advised that packages with no name are considered suspicious mail. It is essential that your mail is addressed properly. The use of nick names and middle names will result in your mail being returned to the sender.

Hours of Operation:

Monday-Friday	8:30am-4:30pm
Saturday	9:00am-12:00pm

Mailing Address:

Residence hall students are required to inform their relatives, friends and anyone else from whom mail is expected that the correct mailing address is as follows:

Full Name
ECSU Campus Box Number
1704 Weeksville Road
Elizabeth City, NC 27909

The Campus Post Office is a contract station with the U.S. Postal Service. All postal items may be purchased on campus including money orders, stamps, express mail, certified mail, registered mail, and insured mail.

The ECSU Post Office **does accept** Fed Ex, UPS, and other mail services other than U.S. mail for the students of the university.

Rental of campus mailboxes began its operation in August 1983. The Post Office contains 1,100 mailboxes for individual faculty, staff, students and office use. Additional mailboxes are in residence halls.

The effective period for mailbox rental will be from July 1st to June 30th for each calendar year. Off campus students should have mail sent to their place of residence.

Contact information for the ECSU Campus Post Office:

Mr. Frederick Boyd
Post Office Manager
Ridley Center
Telephone: (252) 335-3382

HOUSING AND RESIDENCE LIFE

The Office of Housing and Residence Life provides living-learning communities for students residing in seven (7) traditional residence halls and one (1) suite style residence hall and one (1) apartment complex. A new suite style residence hall and a new apartment complex will open for the fall of 2004. The program supports an "out-of-classroom" experience for students in pursuit of their educational, personal, social and community development while on campus.

Residential buildings where students reside are: Bias, Butler, Complex (apartments), Doles, Hugh Cale, University Towers, University Suites and Viking Village. Mitchell-Lewis and Wamack halls are scheduled to close for renovations. Residential buildings are staffed with resident directors, resident security officers, resident assistants

and other student staff members who help support the operations of the department. Residential buildings are managed twenty-four (24) hours a day, seven (7) days a week by the Residence Life staff.

In accordance with the Residence Hall Housing Agreement, occupancy is limited to accepted and full-time enrolled students only. Students living in the residence halls must carry a minimum of twelve (12) credit hours per semester to remain in the residence halls. Students living on campus may not permit any unauthorized person(s) to occupy a room or apartment, nor may rooms be sublet. The university welcomes and respects students who may also be parents, however from a safety standpoint, the residence halls are not appropriate places for young children. For this reason, infants and young children are only permitted in the lobby areas of the residence halls. School age children may visit residence hall rooms, but must be accompanied by an adult guardian or the resident student. All overnight guests must be at least 15 years old and must follow the university guideline permitting only members of the same sex to visit overnight in the residence halls.

Housing and Residence Life Office Phone Numbers:

Housing and Residence Life Central Office	(252) 335-3716
Bias Hall (first year female)	(252) 335-3450
Butler Hall (co-ed continuing)	(252) 335-3116
Complex Apartments (co-ed continuing)	(252) 335-3249
Doles Hall (first year male)	(252) 335-3454
Hugh Cale Hall (upperclassman name)	(252) 335-3453
Mitchell Lewis (co-ed continuing)	(252) 335-3137
University Suites (co-ed continuing)	(252) 384-1508
University Towers (first year female)	(252) 335-3117
Viking Village (co-ed continuing)	(252) 335-1300
Wamack Hall (first year male)	(252) 335-3445

Break Closing:

Students are not allowed to reside within the residence halls of Elizabeth City state University at any time residence halls are officially closed without permission. The Office of Housing and Residence Life shall notify students of the official check-in or late check-out dates and times. Students may request an early residence hall check-in or late check-out if the university's official opening and closing schedule creates an unusual hardship. Students must request permission for an early check-in or late check-out in writing to the Director of Housing and Residence Life at least two weeks in advance. If permission is granted, all students requiring housing will be charged a non-refundable fee of \$25.00 per day. Students are strongly encouraged to make travel arrangements in advance to avoid the need to request special housing arrangements

ECSU LIBRARY

The G. R. Little Library is an interactive information resource center for the campus and community, serving as a research portal for students and faculty in support of their academic endeavors. The Library is also open to the general public who may obtain a library card and are encouraged to join the Friends of the Library.

The G. R. Little Library offers access to over 200,000 books 1,300 journals in print, 21,000 titles on-line via Journal Finder, more than 120 research databases, and over 480,000 microforms, and sound recordings and films. The Library provides access to WorldCat, a union catalog of the holdings of more than 10,000 academic and public libraries worldwide.

With its extensive collection and its connection to external resources, the Library ensures that all students and faculty have access to the materials they need to fulfill the mission of the university. The G.R. Little Library's on-line public access catalog provides patrons with a searchable list of the Library's holdings. Our Library's collections, except Children's Literature and some Media holdings, are classified according to the Library of Congress Classification System,

The Educational Media Center, located on the second floor of the Library, plays a vital role in complementing all classroom instruction at the university. The Center provides various services that enhance classroom instruction and presentations. Media staff are available to assist patrons in the effective use of the Center's three main divisions: Projections and Related Services, Video Reproductions, and Graphic Reproductions.

The Library strives to be patron friendly. Professional and support staff are available to assist patrons with the on-line public access catalog, Circulation, Reference, Inter-Library Loan services, and Archival access services. They provide informational tours, lectures, and classroom instruction. In addition, conference rooms, individual study carrels, a Media Center, a dedicated research computer lab, and other computers are available for student use. In order to orient and support students' academic learning, information literacy and distance learning tutorials are offered. Students are encouraged to participate in the Library through work study opportunities and by joining the Library Club. During the Fall and Spring Semesters, the Library is open 7:30 a.m. to 11:00 p.m. Monday through Thursday, closing Friday at 6:00 p.m. and with limited hours on Saturday and Sunday. For further information call 252-335-3586.

UNIVERSITY ARCHIVES

The University Archives was established in 1971 for the purpose of collecting both the organized body of permanent Elizabeth City State University records and the historic records and artifacts which reflect the diverse experiences and story of the University community.

Archives material is open for use of all students, faculty and staff members, researchers, and others interested in the history of the University. Assisting students and other researchers in easily accessing the collection's manuscripts, photographs, audiovisual recordings, publications, and historic documents is the focus of all activities taking place in the University Archives. Staff members describe, preserve, and make available a variety of materials, ranging from non-current but essential paper records to digital scans of unique historical documents and images. University Archives also assists academic departments and administrative units with their records management duties, as outlined by the University of North Carolina general administration.

The University Archives encourages classes to meet in the archival work spaces and participate in hands-on activities with collection materials. Classroom presentations and campus exhibits also bring the collection's unique images, documents, and objects to a larger audience. By incorporating archival materials into academic coursework, students' preparation for graduate studies is enhanced as they are introduced to historical research methods and the use of primary source materials.

Students who are interested in careers in public history, museum studies, or library science are encouraged to apply for internships and assistantships in the University Archives.

Hours during the entire year: Monday-Friday 8:00 am to 5:00 pm.

Hours during the Academic Year

Monday – Thursday 7:30 a.m. – 11:00 p.m.
Friday - 7:30 a.m. – 6:00 p.m.
Saturday – 11:00 a.m. – 5:00 p.m.
Sunday – 2:00 p.m. – 10:00 p.m.

Summer hours during Summer School Only

Monday – Thursday – 8:00 a.m. – 9:00 p.m.
Friday – 8:00 a.m. – 5:00 p.m.
Saturday – 9:00 a.m. – 2:00 p.m.
Sunday 3:00 p.m. – 7:00 p.m.

Summer Hours when Summer School is not in Session

Monday-Friday – 8:00 a.m. – 5:00 p.m.

Sat. – Closed

Sun. - Closed

IT CLIENT SERVICES

IT Client Services provides general purpose computing facilities to students, faculty, and staff at Elizabeth City State University. The department provides end-user support services for all areas of the university including personal computer support to the schools and various administrative departments of the university. Such services include, but are not limited to, computer application workshops, instructional technology assistance, pre-purchase consultations, hardware/software installations, technical troubleshooting and problem resolution, e-mail, and web services.

The department's labs provide access to state-of-the-art technologies that allow users to complete tasks such as Internet assignments, word processing, database, spreadsheets, multimedia presentations, scanning, programming, and web applications. In addition to the computer labs and classrooms, the department maintains laptops, LCD projectors, and a digital camera that can be checked out by the faculty and staff.

E-mail accounts are automatically created each semester for all students who officially register. Freshman accounts are distributed at New Student Orientation sessions. The E-mail Retention Policy is posted on the web at: <http://www.ecsu.edu/cs/policies/facultystaff/emailretention.pdf>

In addition to the labs in the ITC, there are approximately 21 other computer labs located in departments across the campus. These facilities, in most instances, provide discipline-specific resources that allow the students to utilize applications relative to their major discipline. The Computer Use Policy is posted on the web at: http://www.ecsu.edu/cs/policies_action.cfm

Information Technology Center Lab Hours:

Monday – Thursday 8:00 a.m. – 12:00 midnight

Friday 8:00 a.m. – 10:00 p.m.

Saturday 1:00 p.m. – 5:00 p.m.

Sunday 4:00 p.m. – 12:00 midnight

Summer hours are on a modified schedule**E.V. Wilkins Academic Computing Center Lab:**

This lab is an instructional facility and is reserved for classes.

Distance Education
“Learn Anytime Anywhere Via the Internet”**Mission**

The Office of Distance Education supports and encourages collaborative efforts involving faculty, staff, and administrators, working to serve as a model for change and growth at ECSU via distance education delivery

methods. Distance education at Elizabeth City State University extends availability and access to convenient course offerings to students who are isolated from campus due to time and/or geographic location, utilizing existing, new, and emerging technological strategies.

Goals

1. To offer individuals an academically sound alternative to traditional face-to-face instruction via distance education technologies to meet the needs of non-traditional students.
2. To provide administrators, faculty, and staff with professional development opportunities and resources essential for teaching and learning in online distance education courses.
3. To increase student enrollment and retention by offering convenient and accessible online course and support services to address the needs of online students which supports the current and further workforce needs of the State of North Carolina.
4. To continuously maintain and upgrade the technologies necessary to deliver quality online courses and to review current and emerging trends in online distance education in an effort to integrate best practices.

Faculty-Getting Started

Faculty members are eligible to teach online courses after successfully completing required Blackboard professional development workshops and the Online Course Approval Process. To see more detailed information on faculty requirements to teach online visit the Distance Education website at www.ecsu.edu, Faculty and Staff, Distance Education and Getting Started.

Students –Getting Started

Students interested in taking online courses should determine if they have the qualities to be a successful online student. Before searching for a program or course, test your knowledge and skills for learning online. Take the Readiness Skills Survey and review the qualities of an online learner at the Distance Education website located at www.ecsu.edu, Current Students, Distance Education, Getting Started.

For more information about getting started with online opportunities at ECSU, visit the Distance Education website at www.ecsu.edu, Current Students, Distance Education, Getting Started or call 335-3699. 335-3112/ 1-877-432-7662. There is also a 24/7 helpdesk to assist students and faculty with Blackboard. To contact the helpdesk, call 1-866-321-7157.

Contact Information:

Director of Distance and Continuing Education

Kimberley N. Stevenson, ED.D.

Campus Box 924

208 Information Technology Center

Phone: 252-335-3699 or 1-877-432-7662

Fax: 252-335-3426

Email: knstevenson@mail.ecsu.edu

DE@mail.ecsu.edu

Instructional Technology Specialist, Distance and Continuing Education

Loretta Powers, MSIT

Campus Box 924

211 Information Technology Center

Phone: 252-335-3112 or 1-877-432-7662

BOOKSTORE/BOOK RENTAL

The Elizabeth City State University Bookstore is located in the Walter N. & Henrietta B. Ridley Student Center. The ECSU Book Rental is located in Lester Hall. The bookstore offers a variety of goods including educational literatures, school supplies, sundries, ECSU and Greek clothing/paraphernalia. The hours of operation in the Bookstore and Book Rental are 8:00 AM until 5:00 PM, Monday through Friday. Special hours can be arranged through Bookstore management.

Textbooks are distributed using a book rental system. All rental books must be returned by the last day of final examinations for the semester. The total cost of a student's unreturned books will be charged to the student's account. Book rental privileges are revoked for students with outstanding unreturned book charges.

Contact Information:

(252) 335-3402 Voice or (252) 335-3662 FAX

IDENTIFICATION CARDS

All students are required to have an Elizabeth City State University Identification Card (ID card). ID cards are non-transferable. There is a \$20.00 ID card replacement fee.

Lending of ID cards is prohibited. Failure to present ID card when requested by a University official is a violation of University regulations and subjects the holder to disciplinary action. A lost, stolen, or mutilated card should be reported to the ID Card Office or Campus Police immediately.

Contact Information:

(252) 335-3578 (Voice) or (252) 335-3817 (FAX)

UNIVERSITY DINING FACILITIES

Bedell Cafeteria

The university provides a cafeteria which serves the university community as a modern, pleasant facility for dining.

Bedell Hall Operating Hours

Monday - Friday

Breakfast	7:00 a.m. - 9:00 a.m.	Lite Lunch	1:30 p.m. – 3:00 p.m.
Continental	9:00 a.m.- 10:30 a.m.	Dinner	4:30 p.m. – 7:30 p.m.
Lunch	11:30 a.m.-1:30 p.m.		

Saturday and Sunday

Brunch	10:00 a.m. - 1:00 a.m.
Dinner	4:30 p.m. - 6:30 p.m.

Blue Room Operating Hours

Monday – Friday	12:00 p.m. - 2:00 p.m.
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Bedell Hall Guest Price (prices include tax)

<u>Meal</u>	<u>Price</u>	Price - \$5.88 (<i>price includes tax</i>)	
Breakfast	\$3.53		
Lunch	\$4.67	Checkers Operating Hours	
Dinner	\$5.88	Hours are subject to change	
Brunch	\$5.30	Monday – Friday	8:00 a.m.- 10:00 p.m.
		Saturday-Sunday	3:00 p.m.- 9:00 p.m.

Due to safety and sanitary standards, no one will be allowed in the Cafeteria wearing sleepwear. That means no pajama tops, bottoms or bedroom shoes allowed. Also, pets and oversized bags will not be allowed inside the cafeteria. We appreciate your cooperation in advance on adhering to these rules that will help make your dining experience more enjoyable. If you have any questions or concerns please feel free to contact:

Sabrina R. Williams
Assistant Food Service Director
Thompson Hospitality
335-3039

ECSU HISTORIC EVENTS

- 1891** **January 26:** Legislation to establish institution introduced by the Honorable Hugh Cale (1835 - 1910), a black Pasquotank County Representative in the North Carolina General Assembly.
- March 3:** Cale’s Bill enacted into law; State Board of Education directed to establish school.
- Summer: Board of “Local Managers” - which became the Board of Trustees - hired a Principal: Shaw University graduate P.W. Moore, of the Plymouth, N.C., Normal School Faculty.
- 1892** **January 4:** “Elizabeth City State Colored Normal School” began operations on Roanoke Avenue in the “Turner Normal School” building with two teachers, 23 students, and \$900 State appropriation. Principal Peter Wedderick Moore (1859 - 1934) was chief executive officer; John Henry Manning Butler (18_ - 1944) was the second teacher.
- May 20:** First Commencement; one person, Hattie A. Newby, completed “Post Graduate Program.”
- 1894** **School** moved to “Old Normal” building (erected ca. 1870). Structure is located on Herrington Road (formerly known as “Shannon Street”); currently occupied by the Elks organization.
- 1896** **May 29:** Graduating class of six students (no graduates, 1893 - 1895). Students received diplomas for successfully completing the two-year “Normal” curriculum. These five men and one lady were: Emic Coleman Cooper, James Edward Felton, Richard Copeland Jacocks, Charles Edward Physic, Joanna Outlaw Rayner and Charles Smythn Yeates.
- 1897** “Professional” courses introduced.
- 1898** **Alumni Association** in existence by this year.
- 1900** First known **Summer Session**

- 1907** State appropriates \$12,000 to **acquire present site.**
- 1909** **Lane Hall** erected - oldest campus building.
- 1912** **September 9:** Institution began operations at **present location with** two brick buildings; **Lane** and **Symera Halls**. During this period, curricula included high school subjects, as well as the Normal program.
- 1914** Fall: first **Football** Team. Spring: first **Baseball** Team.
- 1919** **Athletic Association** formed. Women's **basketball** teams formed 1914 – 1919
- 1923** **May 25:** First graduates of **High School** program
- 1925** **First Yearbook - The Normal Light;** dedicated to Principal Moore. A **student newspaper – the Blue & White Banner** - preceded this publication. The yearbook indicated the following **facts at this point in ECSU's history:** 750+ students from 41 NC counties and 9 states; 28 teachers; 11 buildings; 41 acres; valuation + \$399,920. School operated under State's Division of Negro Education
- 1928** After serving 37 years, **Dr. Moore** retired effective July 1; became the first **president-emeritus** (1928 - 1934) of a North Carolina public senior institution.
- Dr. John Henry Bias** (1879 -1939) elected second president.
- 1931** **High School Department** discontinued.
- 1937** **September: Curriculum** expanded from 2-year "Normal" to 4-year degree granting program in Elementary Education.
- 1939** **March 30: Name change** - "State Normal School" became "Elizabeth City State Teachers College."
- May 19:** First baccalaureate degrees awarded to 27 graduates
- July 15: President Bias** died.
- November 18:** Dr. **Harold Leonard Trigg** (1893 - 1978) became the third president.
- 1941** Golden Jubilee - **50th Anniversary.**
- State Department of Public Instruction **approved** college as an "A"- rated institution.
- 1942** Alpha Kappa Chapter of **Alpha Kappa Mu Honor Society** established on campus.
- 1946** **January 1: Dr. Sidney David Williams** (1892 - 1974), former Dean, became the fourth president, following President's Trigg's December 1945 resignation.
- 1947** Institution became member of Association of Colleges & Secondary Schools (an organization of Black institutions) since regional accrediting group did not then accept Black schools.

- 1950** Iota Chapter of **Sigma Rho Sigma** (recognition Society, **Social Sciences**) established on campus.
- 1951** **Educational Media Center** established.
- 1952-53** *Catalogue* recognizes **Physical Education as the first formal academic “department.”**
- 1953-54** **Student Council** established - many years later became Student Government Association (SGA).
- 1957** **Vocational-Technical** program begun; modernized version of old **Industrial** Training program. Curricula: Automobile Mechanics, Brickmasonry, Cosmetology, Radio-Television Electronics, and Secretarial Science.
- 1958** **September 1:** Upon Dr. Williams’ retirement, **Dr. Walter Nathaniel Ridley** (1910- 1996) became the fifth president.
- 1959** **May 24:** First Vocational-Technical certificates awarded
- September:** **Curriculum expanded** to include 8 majors other than Elementary Education. **Laboratory School** established; expanded with Kindergarten in 1969.
- 1960** **Student newspaper** renamed **“Compass”** succeeding the State Normal *Banner* and *STC News Letter*. Students suggested the name
- 1961** **December:** Institution **elected to membership** in the Southern Association of Colleges & Schools (SACS) - the regional **accrediting agency**.
- Campus wide **telephone system** was installed.
- 1962** **May 27:** First graduating class in 23 years to include degree-granting majors other than Elementary Education; Business Education, General Science (Biology concentration), Social Sciences (teaching major).
- 1963** **Name Change:** “Elizabeth City State Teachers College” became “Elizabeth City State College.”
- Data Processing** Center established; Choir participated in program honoring General Assembly’s visit to Halls’ Creek for the NC Tercentennial; Eta Chi Chapter of **Beta Beta Beta** (recognition society, **Biology**) established May 16.
- 1964** Intercollegiate athletic teams and yearbook change name from **“Pirates” to “Vikings”**; President made around-the-world **educational tour**, resulting in greater internationalism among faculty.
- February 8:** Kappa Delta Chapter of **Kappa Delta Pi** established (honor society, **Education**).
- August:** Vocational-Technician program discontinued
- 1965** **Student enrollment** breaks the 1,000 mark. ECSU hosts first East Carolina University Extension graduate offerings.
- June: Pre-College Booster** study plan instituted – high school graduates given opportunities to boost basic skills.

- 1966** **Educational Media Center** revamped and relocated to the “Classroom Building” (Johnson Hall).
- Dr. Herman Glenn Cooke** (1918-1977), Professor and Chair of Biology, received international acclaim for his discovery of an unknown species of *Chironomid*, subsequently named in his Honor.
- Diamond Jubilee - **75th Anniversary** - celebrations included four presidents: Dr. Trigg, Dr. Williams, Dr. Ridley, and Dr. Thorpe.
- 1968** **July 1: Dr. Marion Dennis Thorpe** (1932-1983) became the sixth president upon Dr. Ridley’s June 30th resignation. Office of **Institutional Research** established (Fall semester).
- 1969** **Name change:** “Elizabeth City State College” became “Elizabeth City State University.”
- Basic Education & Enrichment** Program established (BEEP) - an out-of-class instructional aid providing for counseling, tutoring of all Freshmen; **Career Counseling & Placement** Office established; **Data Processing Center** re-established with expansion of facilities, equipment, and staff; **Counseling Center** established under Division of Student Affairs; Office of Development & Research reorganized as **Office of Development**
- Dr. Sydney D. Williams** became the second **President Emeritus** (1969-1974).
- 1970** **Cluster Program** established; ECSU hosts 32nd Annual Convention of **Alpha Kappa Mu Honor Society**; establishment of **Five-College Curriculum** Program; **Archives & Records Center** established.
- May 5:** Delta Rho Chapter of **Alpha Phi Gamma** (recognition society, **Journalism**) established.
- September 1:** Phi Zeta Chapter of **Alpha Psi Omega** (recognition society, **Dramatics**) established.
- Renovation of **Moore Hall** included air-conditioning and upgrading auditorium for greater academic and cultural use.
- 1971** Southern Association of Colleges & Schools (SACS) **reaffirmed accreditation** of ECSU.
- Adult Basic Education** instituted; **Student Personnel Services** expanded to include Director of Housing; **Football Team** won the **CIAA Championship**.
- Majors begun in **Early Childhood** and **Intermediate Education**.
- February 2:** **ECSU Foundation** chartered.
- 1972** **July 1:** ECSU became **one of 16 constituent institutions** of The University of North Carolina; title of “President” changed to “Chancellor” - **first SGA President to become an ex-officio Trustee** (Darryl E. Morris ‘72).
- ECSU Chapter of NC Association of **Educational Office Personnel** established, **Choir** had concert tour in Luxemburg, Holland, Germany; first **Early Childhood** and **Intermediate Education** graduates.

- 1973** **New majors established:** Business Administration, History, Pre-Social Work, Sociology; **Health Careers Center** established.
- 1975** Dr. Evelyn Adelaide Johnson (1909-1995) completed a **History of ECSU**; first graduates in **Sociology/Pre-Social Work**; the **University Choir** had a concert tour in Bahamas.
- April 5:** North Carolina Iota Chapter of **Alpha Chi Honor Society** established.
- 1976** ECSU's **Long-Range Plan** revised and expanded; **Departments of Geosciences, Mathematical Sciences, and Physical Sciences** established; creation of **Planning Division**, first **Professor Emeritus** (Dr. Evelyn A. Johnson), **sculpture** presented to citizens of Elizabeth City through Art Department; first Black chairman of **Trustee Board** (Dr. Kermit Earle White, 1917-1997); ECSU designated "Bicentennial Campus" and included in **National Youth Sports Program** (NYSP); first graduates in **History** and in **Political Science**; first female **Property Guard**.
- Dixon Hall, Thomas-Jenkins Hall, Vaughan Center completed, respectively for Industrial Arts & Technology, Maintenance & Security, Health & Physical Education.
- 1977** **Division of General Studies** established; Trustees established **University Endowment Fund**; installation of stand-alone computer **micro data system**; ECSU *Fact Book* produced by Institutional Research; first **basketball** match with international team (Egyptian); majors in **Political Science Technology** and in **Reading Education** implemented; addition to **Library**, double its capacity; first **Industrial Technology** and **Geology** graduates; **UNC Teacher Education Review Program** (1977-1978).
- 1978** Booklet printed honoring **McDonald Dixon** (1898-1984), former Trustee Chairman; first televised **Homecoming Game**; Governor **James B. Hunt** spoke on campus; Chancellor Thorpe had interview with U.S. **President Jimmy Carter** (October 25).
- 1979** "Testing for Excellence" **Institutional Theme**; Student Affairs Division establishes **Living-Learning Centers** in various residence halls; **Self-Study** for State Department of Public Instruction review; **Spectrum** (faculty creativity) initiated by Vice Chancellor for Academic Affairs; **ECSU hosts CAUSE**, Industrial Arts Association, Intercollegiate Music Association Conclaves; **Long-Range** and **Affirmative Action** Plans revised; **Title XX** Child Development Training project initiated; first Nigerian Superintendent of Campus **Sunday School**; President of U.S. **Junior Chamber of Commerce** established ECSU Chapters; **Independent Study** courses offered in cooperation with UNC; institution designated state **Math Contest Center**.
- Psychology** major approved, **Geography** moves from Social Sciences to Geosciences; **Faculty Council** (later, Faculty Senate) issues its first newsletter; first two ECSU Faculty members receive Board of Governors' **Study Leaves**; Chancellor made **educational tour** of Far East.
- May 13:** First degree in **Reading Education**
- July 21:** First two degrees in **Police Science Technology** (later designated Criminal Justice).
- 1980** ECSU Circle K Club chartered by **Kiwanis International**; **Continuing Education Units** (CEU's) implemented; new **telephone** system installed; approval of a major in **Physics**; Dr. **Geneva Jones Bowe** '35,'41(d.1999) is first graduate appointed to UNC Board of Governors - was a former ECSU Trustee; **Educational Architects** published by University Archivist (sketches of ECSU chief executives); formal opening of **Graduate & Continuing Education Center** - Governor Hunt and President William Clyde Friday in attendance (October 15); first graduates in **Special Education** and in **Physics** (May 11).

- 1981** **February 1:** “**Scholarcade ‘81**,” first ECSU faculty-staff administration extravaganza of its kind, designed to raise funds for student scholarships (initiated by Vice Chancellor for Academic Affairs).
- February 28:** Basketball team won CIAA Championship.
- May 10:** Carrie M. and J. Samuel **Roebuck Stadium** dedicated.
- July 26:** first **Psychology** degree conferred.
- Early Childhood Education Center, and addition to Griffin Hall; completed; **Military Science** established on campus, 200-person **student apartment complex** completed; **reaffirmation of accreditation** by Southern Association of Colleges & Schools (SACS).
- December:** ECSU addressed by **Mrs. Coretta Scott King**.
- 1982** **ECSU highlighted** at Museum of the Albemarle Exhibit, at Museum’s invitation; two-track degree program in **Music** approved by UNC Board of Governors, **SGA President** won five awards at state convention of his fraternity, UNC **Board of Governors and President Friday** met on campus.
- 1983** **NC Highway 34**, bordering campus, widened, improved, equipped with traffic lights; **Afro-American History Month** gained Steering Committee to enrich its observance; **Governor Hunt** spoke on campus.
- March 3:** Founders Day - **Naming of buildings** honoring Clarence Walton Griffin (1912-), Lorimer Willard Midgett (1919-1980), Maceo A. Sloan (1912), and Kermit Earle White (1917-1997) - Trustees.
- April 14:** Albemarle Area North Carolina Chapter of **Phi Delta Kappa** established (graduate, Education).
- April 28:** **Chancellor Thorpe** died after an extended illness. His final major public appearance had been on Founders Day, when he received a standing ovation for his address. On June 27, the North Carolina General Assembly passed a **Joint Resolution** in his honor - believed to be the first of its nature. On October 28, North Carolina Central University, his alma mater, conferred upon him posthumously the **honorary degree**, Doctor of Laws.
- 1983** **May 1:** Dr. Jimmy R. Jenkins, Vice Chancellor for Academic Affairs and Dean of the Faculty, named **Acting Chancellor** by President William Clyde Friday.
- May 7:** **First Accounting** graduates, first Commencement to formally include Commissioning Ceremony for **ROTC Cadets**.
- August 21:** Announcement of gift to university - valued at \$125,000 - through generosity of Dr. **Jessie Marissa Welch Lawrence** ‘29 ‘35 ‘42.
- September 10:** First on-campus **football game** since 1966; played in **Roebuck Stadium** with Mr. Roebuck - former Trustee whose \$150,000 philanthropy initiated the facility - tossing the ceremonial first ball.
- October 14:** **Jimmy Raymond Jenkins** (1943-) ‘65 elected Chancellor by the UNC Board of Governors, thereupon becoming the first ECSU chief executive named by that Board, and the first alumnus to hold such office at any NC institution of higher learning. Chancellor Jenkins subsequently named “Tar Heel of the Week” (*Raleigh News & Observer*, November 13).

October 26: Curriculum in **Industrial Technology accredited** by National Association of Industrial Technology (NAIT) - first non-teacher education curricular accreditation.

November 9: Graduation exercises for its initial group (16 persons) of campus-trained “First Responders” (Emergency Medical system) - class comprised of community, faculty, staff, and administrative personnel.

December 17: Professional quarterback **Johnnie Booker Walton** ‘69 honored with parade, banquet, and Proclamation by the Mayor of Elizabeth City.

1984 **Yolanda King**, daughter of the famed civil rights leader, appeared on campus; **computer hardware** resources significantly expanded for academic and administrative purposes; **Deneen Graham**, “Miss North Carolina ‘83” and first Black so honored, appeared on campus.

February 8: **Alexander Palmer Haley**, internationally renowned author and former student, was Lyceum speaker and received ECSU’s first honorary doctorate.

March 2: Founders Day - transfer of building name, “**McLendon Hall**,” to structure previously designated “Early Childhood Education Center.”

April 24-29: “Inaugural Week” honoring Chancellor Jenkins and his family - actual ceremony, April 28. Convocation participants included President William C. Friday, NC Supreme Court Justice Henry E. Frye (first Black member of this Court), Mr. J. Steven Rhodes representing the Vice President of the United States, Mr. Benjamin S. Ruffin, representing the Governor of North Carolina, Dr. Walter N. Ridley - then the only living former ECSU chief executive, Mrs. Geneva J. Bowe, representing the UNC Board of Governors, and Mr. Levin B. Culpepper, Trustee Chairman. Other features include Mayor J. Frank Weeks’ proclaiming April 28 “Jimmy R. Jenkins Day.” **Marshal’s Batons**, designed by Art Professor Eugene O’Neal, used for the first time.

May 6: First degree (BA) in **Music Merchandising** - subsequently awarded as B.S. in Music Industry Studies.

July 28: First degree in **Computer & Information Science**.

October 14: Fall Convocation included presenting first Certificates of Installation for the four **ECSU Class Presidents**

November 8: **University Center’s** 25th Anniversary observed

1985 Chancellor and Mrs. Jenkins represented ECSU at Inauguration of **President Ronald Reagan** - and, with other representatives, at Inauguration of **Governor James G. Martin**; Department of Education and Psychology became **Division of Education** (October 1); Homecoming (October 26) features **Viking Ship1**, designed and constructed by staff members and students; second **University Choir** tour to Bahamas; **Honors Program** instituted

March 4: Formal implementation of **Small Business and Technology Development Center** (SBTDC) for northeastern North Carolina.

March 26: Institution gains approval for **Radio Station WRVS-FM** - the call letters (approved June 19) representing “**Wonderful Radio Viking Style**.”

July 16-17: First campus-sponsored **Records Management Workshop**.

September 1: “Campus Security” upgraded to campus **Police Department**.

1986 January 13 -20: ECSU participates in first nationwide observance of birthday of **Dr. Martin Luther King Jr.** (1929 - 1968) as a legal holiday, with week-long series of assemblies, audio and video events, exhibits, and a march.

March 3: Founders Day - First designations of **Trustees Emeriti** - John C. Bias ‘26; J. Wilbert Forbes; Leroy B. Fraiser; Clifford B. Jones Sr.; Fred P. Markham III; J. Samuel Roebuck; Martin Luther Wilson’26.

March 18: **First broadcast** by WRVS-FM, at 6:00 p.m.

May 8: **Griffin and McLendon Halls** become temporary haven “Harney II” - for some 325 **grade school children** whose historic Hattie Harney School burned (May 3). Kindergarten students began usage May 12.

May 11. First degree in **Middle Grades Education** (6-9).

Computer Laboratory completed with Open House January 16, TV satellite dish acquired for **Ridley University Center**; approval of **Airway Science** program; **reaccreditation** of **Teacher Education** program.

1987 June 20: Unveiling of the P.W. Moore “**Seat of Knowledge**” statue, created by **Roy Chester Farmer**, Art ‘72.

1988 March 3: Dr. Walter N. Ridley named third **President Emeritus** (1988-1996)

April 22: Five students became charter recipients of **Chancellor’s Blazers**.

1990 January 23: **New Science Complex** utilized.

September 14: First **ECSU Queen** to be recognized as one of ten preliminary finalists at National Black College Alumni Hall of Fame Competition - held in Atlanta - **Alisa Lynette Robinson McLean** (English, magna cum laude, ‘90).

December: **WRVS** increased power from 10,000 to 41,000 watts.

1991 March 1: As part of ECSU’s **Centennial Observance**, “Legislative Day” featured the **North Carolina General Assembly** convening in Vaughan Center to re-enact introduction of **House Bill 383** by the Honorable **Hugh Cale**, requesting establishment of a state-supported normal school in Elizabeth City. The Speaker was the Honorable **Daniel Terry Blue**, first Black elected to that position.

August: **Commuter Center** completed and utilized.

December: SACS’ Centennial “Birthday Present”: **reaffirmation of accreditation for ECSU**.

1992 June: **Miss ECSU - Tonya Arnette DeV Vaughn** (Business Administration, magna cum laude, ‘92) represented ECSU at the Miss Collegiate African-American pageant - Los Angeles.

September: Each **residence hall room** equipped with telephone lines.

December: 198-bed **residence hall for women** completed.

1993 **April:** SGA President **Michael Andrew Myrick** (English '94) became the first Student Government head to be elected to a second term.

August: Three students of the **Honors Program** studied at Oxford University (England). They were: **James Waldo Cherry II**, 1995-96 SGA President (Accounting and Business Administration, cum laude, '96), **Keisha Mignon Kent** (Special Education, cum laude, '96); **Jorice Jacqueline Webb** (Elementary Education, cum laude, '96).

Fifteen **students intern** with Environmental Protection Agency at sites across the United States.

Fall: Office of **Sponsored Programs, Contracts & Grants** instituted.

September: **Chill Out Day/Jam Fest** held for students, faculty, staff; Vice Chancellor Leon S. White and the late Dr. Paul Vandergrift chaired committee.

October: **Butler Hall** re-opened after extensive renovation establishment (May 5) of Elizabeth City State University Chapter of **Psi Chi** (Psychology Honor Society) and Chi Rho Omega Chapter of Alpha Phi Sigma, November 10 (Criminal Justice Honor Society)

1994 **"State Teachers College" Historic District** won entrance in the National Register of Historic Places, February 28.

1995 **September 1:** UNC President C. Dixon Spangler Jr. appointed **Dr. Mickey L. Burnim** to serve as Interim Chancellor following Dr. Jimmy R. Jenkins' August 31 resignation.

September: **Miss ECSU, Trenace Nicole Fayton** (English, magna cum laude '96), won the "Miss National Black College Alumni Hall of Fame Pageant - Atlanta.

December 19: ECSU Trustees named Dr. Jimmy R. Jenkins **Chancellor Emeritus**.

1996 **Mickey Lynn Burnim** (1949 -) elected by the UNC Board of Governors to become ECSU's eighth chief executive (June 14). Dr. Burnim was formally **installed** as the third Chancellor via impressive ceremonies on October 19. A new **Mace** - designed by Art faculty member Alexis R. Joyner - was first utilized for the occasion.

First endowed professorship - the **E.V. Wilkins** Chair in Education, honoring the former Trustee Chairman.

November 10: Ten students became Charter Members of Iota Nu Chapter of **Sigma Tau Delta** (English honor society).

1997 **Basketball Team** reached Elite Eight in NCAA Division II Finals and was CIAA Northern Division Champions; ECSU reached 2nd place in **Honda All Stars** competition; World Wide Web **Homepage** and television **Channel 18** unveiled.

1998 **May:** ECSU became **legatees** of a Will by the late **Richard Henry Addison Pitt** '42, amounting to approximately \$300,000.

1999 **May 14:** The institution's first **Master's degree program** - in Elementary Education approved by the UNC Board of Governors.

US News & World Report ranked Elizabeth City State University number 3 in the South among Top Public Schools Comprehensive Colleges - Bachelor's.

June 9: Second Endowed Chair formally celebrated; named for State Senator Marshall Rausch and located in the Biology Department.

2000 **January:** New Fine Arts Complex occupied; first students admitted to ECSU's first Master's Program (in Elementary Education).

August: First students admitted to new baccalaureate degree programs in Marine Environmental Science and in Social Work.

Fall: Academic Affairs Division reorganized into four Schools, with deans thereof: Arts & Humanities; Business & Economics; Education & Psychology; Mathematics, Science & Technology

Information Technology Center and "Wellness Center" (Student Instruction and Fitness Center) are completed - the latter being a major addition to Vaughan Center.

December: ROTC became an official host university.

December 1: Reorganization moves several units administratively from the Division of Development & Planning, to the Office of the Special Assistant to the Chancellor, with accompanying recasting of the Division as Institutional Advancement and focusing entirely on fund-raising.

2001 NCAA Foundation and *USA Today* rank ECSU in top 10 of NCAA Division II Colleges for graduation rate of student athletes.

Spring: "Geosciences" Department becomes Department of **Geology, Environmental and Marine Sciences**.

Fall: Extensive upgrade of Communications Infrastructure completed; "Physical Sciences" Department becomes **Chemistry and Physics**.

September 27: ECSU again ranked number 3 in the South by *US News & World Report*.

December: revised internal organizational structure completed with formation of a Division of Enrollment Management, Planning, Research, and Outreach. Under aegis of Assistant to the Chancellor, it is comprised of administrative units formerly in the Divisions of Development and Planning (now Institutional Advancement) and Student Affairs. They are: Admissions and Recruitment; Archives; Community Development; Financial Aid; Institutional Research and Assessment; Registrar; Small Business and Technology Development Center; Sponsored Programs, Contracts, and Grants.

December 8: Five women and one man - the exact opposite of the 1896 Graduating Class - became the **first recipients of ECSU's Master of Education degree**. These persons: Thelma Yvette Askew Finch, Urania Taylor Harrell, Cheryl Ann Parks Luton, Karen M. Smith Palmer, Willie Clay Riddick, and Anne Elizabeth Hathaway Ziemba.

2002 **May 31: Accreditation of Laboratory School** for the first time by National Association for the Education of Young Children

July: SACS (Southern Association of Colleges and Schools – Commission on Colleges) **reaffirmed institutional accreditation.**

Fall: Majors in Aviation Science and Communication Studies begun.

Fall: Reached the highest enrollment of 2,150 in the history of the university.

First time in history of ECSU, **Lady Vikings Softball Team won NCAA Division II CIAA Championship**; qualified for regional play in Bloomsburg, PA.

University Archives produces Inventories of Papers of **P.W. Moore** (1859 - 1934) and **Elisha Overton** (ca. 1863 - 1911) and biographical sketches of three ECSU personalities: **Mamie Bedell** (1909 - 1971), Food service supervisor, **Charles Jackson Jenkins** (1869 - 1943), first known Engineer, and **Joshua Royal Fleming** (1869 - 1948), first known Librarian.

Elizabeth City State University again **ranked # 3** in the South by *US News and World Report* (see 1999 and 2001). This is the third time in four years ECSU has been so honored.

ECSU was again (see 2001) recognized as one of 10 NCAA Division II colleges and universities nationwide for its overall student-athlete rate. Of the 293 members in NCAA Division II reporting, ECSU was **listed 7th overall** in proficiency.

The ECSU teacher education program received **reaffirmation of accreditation** by the North Council for Accreditation of Teacher Education.

2003 **Fall: Master's degree in biology** began.

Fall: Bachelor's degree program in pharmacy began.

Fall: Reached another historic enrollment milestone of 2,308 students.

ECSU opened its new **Center of Excellence in Remote Sensing Education and Research (CERSER).**

Computer Lab dedicated in honor of Dr. Claude W. Green, III, former head librarian.

Physical Education/Field House, first UNC bond project completed.

June: ECSU a **Tom Joyner Foundation School of the Month**, raised approximately \$250,000.

September 17: Research by Wanda Hunt-McLean, an ECSU employee, led to the Great Dismal Swamp being included in the U.S. National Park Service **Underground Railroad Network to Freedom** program.

Intramural Lady Viking basketball team won the **American Collegiate Intramural National Championship.**

2004 **Fall: Master's degree in mathematics** began.

Fall: Bachelor's degree in **graphic design** began.

Fall: Continued to boost enrollment with 2,470 students.

Two new student housing facilities opened – **University Suites** (bond project) and **Viking Village** (public-private partnership).

ECSU **ranked #1** in *US News and World Report* in the category of “Top Public Comprehensive Colleges” in the south offering the bachelor's degree.

ECSU **nationally recognized by the Education Trust** as a high-performing institution for its student graduation rate among its peer institutions.

Hurricane Isabel caused significant damage to campus trees and buildings.

Lady Vikings Bowling Team finished first in CIAA Eastern Division.

2005 **Fall: Doctor of Pharmacy** degree in collaboration with UNC- Chapel Hill began.

Fall: Surpassed enrollment target with 2,664 students.

ECSU **ranked #3** in *US News and World Report* in the category of “Top Public Comprehensive Colleges” in the south (see 1999, 2001, 2002, and 2004).

ECSU again **nationally recognized by the Education Trust** as a high-performing institution for its student graduation rate among its peer institutions (see 2004).

Chancellor Mickey Lynn Burnim celebrated 10th anniversary as chief executive officer of ECSU.

Fine Arts Center named in honor Chancellor Mickey Lynn Burnim.

Lady Vikings Softball Team won 2nd CIAA Championship (see 2002).

Vikings (men) Baseball Team won CIAA Championship.

Lady Vikings Basketball Team reached CIAA Finals, the first time in 25 years.

2006 **March 7: New Student Center Complex** dedicated in honor of 5th president and first lady, Walter N. and Henrietta B. Ridley

March: 2005-2006 Miss ECSU Carleta Ricks named Miss Black North Carolina, USA.

April: Master's degree in **School Administration** approved by the UNC Board of Governors.

April: Pre Alumni Club establishment of Student Endowment Fund through the ECSU foundation.

August: ECSU achieved the highest fall enrollment in the history of the university with 2681 students enrolled.

October: ECSU Football Team 2006 CIAA Eastern Division Champions.

October: ECSU Viking Bus premier. Two 56 passenger busses were purchased by the University.

November: 2006-2007 Miss ECSU Ashley Edwards named Miss Black District of Columbia, USA.

2007 March: ECSU Men's Basketball Team CIAA 2007 Men's Basketball Champions. Vikings defeated Virginia Union University 63-60 to capture the title.

March: After serving the University in an interim capacity, Dr. Willie J. Gilchrist became the ninth executive officer and chancellor of Elizabeth City State University on March 15, 2007. He is the 2nd alumni to hold this office. Dr. Gilchrist was officially **installed** as the fourth Chancellor on September 25th.

2008 February: Celeste Trahan, first woman in ECSU history and the fourth overall to have her jersey (#00) retired because of her accomplishments in Women's Basketball.

May: First graduating class of pharmacy students

May: First graduating class of Masters of School Administration

November: Lady Vikings Volleyball team captures the 2008 CIAA Championship

2009 March: Bowling Team captures 2008-2009 CIAA Championship

BUILDINGS AND GROUNDS

Elizabeth City State University has slightly over 830 acres. More than 100 of them represent the campus proper. About 68 acres comprise the former Farm on Weeksville Road (NC 34); a 639-acre tract is reserved for educational research in Currituck County; and some 37 acres comprise other land holdings designed for residential or expansion purposes.

School year 2003 - 2004 not only witnessed massive clean-up efforts resulting from Hurricane Isabel. It also witnessed the largest and most complex transformation/expansion of campus structures and utilities in ECSU's history. This resulted from \$46.3 million allocated to our school, from a Statewide Bond Referendum and \$28 million for a new pharmacy program. Descriptions below include these changes as appropriate.

An **APARTMENT COMPLEX** with normal capacity for 200 persons (including **Midgett** and **Sloan** Halls) was completed in 1982. It contains six 2-story structures and two one-story buildings, the latter housing administrative functions and service facilities for residents. All structures are accessible to the handicapped.

The **ATHLETIC FIELD**, (containing a small, cinder-block storage building until 2003), was reworked for practice usage and, in 1984, to create a **softball field**. It is the remainder of the former site of ECSU's intercollegiate athletics. A new softball/baseball/soccer complex is under design.

BEDELL HALL, hexagonal-shaped, air-conditioned cafeteria capable of serving over 2,000 persons, was completed in 1969, renovated in 1986, and named for **Mamie Bedell** (1909 - 1971), former Food Service supervisor. It has various kiosk style eating areas including refrigeration and storage rooms, bakeries, offices, employees' dining area; and it is accessible to the handicapped.

BIAS HALL, historic 3-story residence hall normally housing 128 residents (coed, 2003 - 2004), was erected 1938, renovated several times since, and named for **John Henry Bias** (1879-1939), second president. It is accessible to the handicapped, has been air-conditioned (2003) and contains a director's apartment.

BUTLER HALL, historic 3-story residence hall traditionally housing men, currently coed, and scheduled for all-female occupancy (2004 - 2005), was erected 1924, had a 1939 addition, and was renovated in 1983 and 1994. Named for **John Henry Manning Butler** (18__-1944), second teacher at ECSU, it is accessible to the handicapped and contains a director's apartment.

CARDWELL-HOFFLER STUDENT HEALTH SERVICES BUILDING was erected 1952, renovated 1973, and named for the former university physicians, **George Washington Cardwell** (1872 - 1942) and **Ernest Linwood Hoffer** (1883 - 1963), a former trustee. The one-story, air-conditioned building has treatment areas, a security vault, and is accessible to the handicapped. It also has an exercise room and houses the Health Careers programs.

CENTRAL UTILITY PLANT, on line Fall 2004 and a 'first' for ECSU, is a 9,706-square foot facility located behind Vaughan Center, with a new pond before it. The Plant consolidates mechanical systems of a majority of the campus via an underground, piped, continuous utility system capable of supporting 25 buildings over the next 15 years.

The **CHANCELLOR'S RESIDENCE** is a 1982 structure replacing the original (*ca.* 1961), destroyed by fire. Subsequent building and land additions have improved its operational value.

COMMUTER CENTER/BOWLING ALLEY is a one-story air-conditioned brick structure with interior re-design improving recreational facilities for all students. It is accessible to the handicapped and, besides a snack area, contains six bowling lanes; areas for ball and shoe rentals and for pool tables; and a video game room. The center was opened in 1991.

COTTAGES 1, 2, 3, 4 (all 1950) are formerly faculty-staff dwellings which have, or do serve students, storage needs, Academic Development Program, and ROTC Headquarters.

DIXON-PATTERSON HALL erected 1977, air-conditioned, 2-story and named for **McDonald Dixon** (1898-1984), former Trustee Chairman and named for **Bishop Patterson** former Industrial Technology Chairman, contains classrooms/labs including those for robotics, mechanical technology, manufacturing, computer networking, electronics, and offices for the Technology Department. It also houses the campus Office of Design and Construction, Special Programs personnel, and CERSER (Center of Excellence in Remote-Sensing Education and Research). CERSER and GEMS resources have many close ties benefiting students and this area of the state. With its elevator, the building is completely accessible to the handicapped.

DOLES HALL, 3-story residence hall with normal capacity of 72, houses women. Erected 1956, it is named for the **Rev. John Thomas Doles** (1873-1948) and the late **Mrs. Mary Deloatch Doles**, former faculty members. Some campus telephone equipment is housed in this building.

EDUCATIONAL TALENT SEARCH occupies the historic 2-story, wooden former residence for every CEO of ECSU and their families except Drs. Moore Burnim, and Gilchrist. Constructed 1923 and formerly know as the "Vice Principal's Residence," since it was first occupied by –then Vice Principal Bias, it was renovated (1992) for its current usage and was renovated again (2004) via a matched State Historic Preservation grant.

Seventeen (17) EMERGENCY CALL BOXES are designed for connection with Campus Police, with a targeted 2-minute response time. Installed 2000, the boxes have easily visible blue lights over them, to help with locating them during dark hours. They are places in parking lots adjacent to (alphabetically) the Fine Arts Complex, Griffin Hall, Jenkins Science Complex, Lester Hall, Residence Hall, Ridley Hall, Student Health Center, Thorpe Hall, and Wamack Hall.

FRATERNITY/SORORITY PLOTS located at various campus sites reflect the pride of their respective chapters. They are carefully tended to benefit members and any other persons who wish to relax in these areas. Student maintenance included strong efforts to repair damage from Hurricane Isabel.

G.R. LITTLE LIBRARY, air-conditioned, 2-story building, erected 1966 to replace the 1939 structure which the collections outgrew, is named for **George Roscoe Little, Sr.** (1873-1954), former Trustee Chairman. Renovations of the 1966 structure and were completed in 1978, with renovations thereof in 1982 and 1988. Besides stacks and circulation/reading areas, it contains study cubicles, offices and work spaces, display areas, and a 140-seat auditorium. It has facilities to provide local CATV programming. With an elevator, the building is completely accessible to the handicapped; there are also provisions for the handicapped. A separate area contains documents of the University Records Center, protected by a fire suppression system. On November 21, 2002, a computer lab in the library was dedicated to the memory of the longtime former librarian, **Dr. Claude Willis Green** (1938 - 2001).

A **GAZEBO** (erected for aesthetics, February 1989) was razed 2003.

GOLF DRIVING RANGE (with small clubhouse) was established 1972 on a portion of the 'Farm'. It was doubled in size (1992) with a ceremonial re-opening on May 22.

GRIFFIN HALL (constructed 1981 as addition to the Early Childhood Center and formerly entitled Education/Psychology Building) is a large, one-story, air-conditioned structure named for **Clarence Walton Griffin** (1912-), former Trustee Chairman. Features include provisions for solar heating. It contains classrooms, offices, storage area, student workrooms, observation areas, learning laboratories, seminar/conference rooms, and learning booths. The **Curriculum Materials Center** is also housed here. The building is completely accessible to and has provisions for the disabled.

HOLLOWELL DRIVE, a campus thoroughfare, was dedicated February 28, 1965, in honor of **Isabella Hollowell** (1872-1973), Class of 1896, member of the first class (1892), and a benefactor of the university. Campus renovations (2004) has reduced a portion of its length.

HUGH CALE HALL, 3-story residence hall normally housing 36 students, was erected 1956, renovated 1984, and named for the **Honorable Hugh Cale** (1835-1910), Black legislator who introduced the Bill establishing the University. It is scheduled for all-male occupancy, 2004 – 2005

INFORMATION TECHNOLOGY CENTER (2000) is a 2-story air- conditioned, L-shaped structure, which houses the administrative spaces for Information Technology, Academic Computing, Administrative Computing, Center for Teaching Excellence, Distance Education/Virtual College, interactive Video Services, and Network Services. The facility has five computer labs that are also used for instruction. A faculty Demonstration and Discovery lab; a lecture hall with ceiling-mounted projection integrated with a computer, VCR, and DVD player; computer operations room; student lounge; a video conference room; and two tele-classrooms are present. With an elevator, it is accessible to and has provisions for the handicapped.

The **JIMMY R JENKINS SCIENCE CENTER** had ground breaking ceremonies June 14, 1988 and was first utilized upon the January 23, 1990 visit to its Planetarium by **Governor James G. Martin**. Named for **Dr. Jimmy Raymond Jenkins** (1943-) '65, 2nd Chancellor and Chancellor Emeritus, it houses the Office of the Dean of the School of Mathematics, Science and Technology and brings together the central teaching facilities of the Departments of Biology, Geological, Environmental and Marine Sciences, and Chemistry and Physics. Ranging from one to four stories, its suspended stairway adds to its attractiveness. It has small animal housing; teaching, research and instrumentation laboratories (a safety shower included); student and faculty lounges; seminar; lecture and reading rooms; a computer laboratory; faculty offices; walk-in cold room; the only Planetarium in this section of the state; and adjacent greenhouse. The **Curtis Delano Turnage** (1945-1995) **Auditorium** was dedicated during the March 5, 1998 Founders Day ceremonies memorialized Dr. Turnage '67, Professor Emeritus and former Biology Chairman.

JOHNSON HALL, 2-story, air-conditioned classroom building, erected 1966 and completely renovated 1988, 2005. It houses offices, class and conference rooms and darkroom complex serving the Department of Language, Literature and Communication, along with offices of the Social Work and University Honors programs, as well as headquarters for *The Compass* (student newspaper). There is an elevator and provisions for the handicapped. It is named for **Evelyn Adelaide Johnson** (1909-1995), long-term Faculty member who was Chairman of the Fine Arts Department (now the Departments of Music and Art); Director of the University Choir; author of ECSU's history (1980); and first Professor Emerita of the institution headquarters for *The Compass* (student newspaper). There is an

elevator and provisions for the handicapped. It is named for **Evelyn Adelaide Johnson** (1909-1995), long-term Faculty member who was Chairman of the Fine Arts Department (now the Departments of Music and Art); Director of the University Choir; author of ECSU's history (1980); and first Professor Emerita of the institution

LANE HALL, erected 1910 and in its original state believed to be the oldest building on campus, once housed all academic and administrative operations of the institution. Modified to become a cafeteria, following new frontage, 1961 renovations improved operational areas for food service while 1973 renovations and air-conditioning converted usage to classrooms, laboratories, offices, and a copy center. Renovations in 1985 under girded Geosciences (since relocated). The structure has provisions for and is completely accessible to the handicapped. The second story rear of the building once held the "Quarterdeck," first an employee apartment then a small residence for men. The building is named for Frances Lane Bias (1882-1943), wife of the second president. The rear addition was razed and the entire structure rebuilt in 2007.

LESTER HALL, 2-story, air-conditioned building with lecture rooms, classrooms, laboratories, darkroom, and offices is the former home of most campus science instruction. It was erected 1952, renovated 1973, 1985 and 2002. It currently houses the Department of Mathematics and Computer Science and is named for **Aurelius P. Lester** (1895-1980), former faculty member and registrar.

McLENDON HALL (1981) was formerly designated the Early Childhood Education Center. Named for the late **Lucille M. McLendon**, former Teacher-Training Supervisor, it houses classrooms and an electronic classroom, Faculty offices, lounges, and facilities for the University's Laboratory School (including reading pits and kitchen). There is storage area, and it houses the Office of the Dean of the School of Education and Psychology. Basically an air-conditioned one-story building, there is a second-floor observation deck for the Nursery/Kindergarten area. The facility is completed with an adjacent, fenced playground area. There are provisions for and complete accessibility to the handicapped.

The **MICKEY L. BURNIM FINE ARTS CENTER** (1999) is a 2-story, 55,500 square ft, air-conditioned building. The classroom portion, housing the Music and Art Departments, has labs, offices including Office of the Dean of the School of Arts and Humanities, studios, ensemble rooms, and restrooms. The band room's name was transferred from Williams Hall and commemorates **James Arthur Clark** (1890 - 1979), the first bandmaster at the institution, and honors his wife, **Nettie Beverly Clark '40**, dedicated supporter of his efforts. The original dedication took place March 3, 1987.

An amphitheater lies between this structure and the attractive **Floyd L. Robinson Auditorium** (dedicated in honor of Dr. Robinson, April 7, 2002). The Auditorium portion of the center contains personnel and orchestra lifts and has a seating capacity of 1,007, including its balcony. There are advanced facilities for sound and lighting. The auditorium's lobby has one elevator and an eye-catching "floating" staircase.

A unique feature of this Center (in addition to the retention pond on its grounds) is art work forming an integral part of its construction - thus far the only campus building with such adornment. Seven metal panels of coated steel, by sculptor **Lisa Kaslow**, symbolize (left to right) North America, South America (Incas), Europe, Africa, the Mid-East, India, and Asia. They are suspended between columns of the arcade, which connects the buildings in front of its amphitheater.

MIDGETT HALL (1982), which can house 32 persons, is a unit within the Student Apartment Complex (formerly Residence Hall "B"). It is accessible to the handicapped and is named for **Lorimer Willard Midgett** (1919-1980), former Trustee.

MITCHELL-LEWIS HALL, 3-story residence hall originally designed for 176 women, was erected 1969, renovated 1987, and named for **Edna Harris Mitchell '17** (1901-1963) and **Eva Jane Lewis** (1884-1946), former Faculty members. Currently coed, the building was renovated in 2006 and 2007 which added air conditioning.

MOORE HALL, air-conditioned 2-story structure, was erected 1922 and an addition built in 1939, with funds from the Federal Works Agency of the Public Works Administration. Further renovations and/or interior modifications have recurred (1961, *et seq.*) with 1988 providing a completely renovated building. It houses a portion of the Social Sciences Department and the Division of General Studies as well as areas monitoring Institutional Effectiveness,

Planning, Outreach, and Enrollment Management. The building's auditorium is equipped with dressing and projection rooms, movie screen, 3-manual organ, and facility to provide local CATV programming. With an elevator, it has provisions for and complete accessibility to the handicapped. Mechanical equipment is computer-controlled, subject to central utility going on line. The structure is named for **Peter Wedderick Moore** (1859-1934), first President ("Principal") and first President-Emeritus

NATURE TRAIL (Outdoor Classroom, beginning at the rear of Dole Hall) was established in 1974 through the efforts of **Professor Emerita Dorothy Elliott Thomas**, to expand instructional opportunities for ecological and related studies. Benches and provisions for outdoor repasts have been added. On October 18, 2001, it was renamed in Dr. Thomas' honor and commemorative trees planted.

The structure called the **PRACTICE SCHOOL**, then "The Ark," then McLendon Hall, and next the ROTC Building, was once a Rosenwald schoolhouse located elsewhere on campus. Erected in 1921 with renovations in 1957 and 1965, it has housed various operations (hence the "Ark" nickname) including Cosmetology, the Laboratory Kindergarten, and Laundry Services. It was altered in 1981 and renovated in 1985 to accommodate some operations of the Department of Military Science (ROTC). It has provisions for the handicapped.

RADIO TRANSMITTER HOUSING and a 280-foot **RADIO TOWER** for the university's public full-service station, WRVS-FM (89.9 - 41,000 watts of "The Obvious Choice"), were erected in 1986. The call letters represent "Wonderful Radio Viking Stile."

MELVYN N. AND VONDA REED RILEY WELLNESS CENTER, A Wellness and Fitness Center (completed Winter 2000), is a major addition to Vaughan Center. It is an 80' x 80' multi-level area for exercise physiology. Handicapped accessible and air-conditioned, it also contains two racquetball courts, a biomechanics laboratory, classrooms, and support spaces such as conference and storage rooms plus shower/dressing facilities.

ROEBUCK STADIUM (completed 1982) was dedicated May 10, 1981, in honor of philanthropy by **Carrie Manning** (1943-1981) and **James Samuel Roebuck** (1923-), the latter a **Trustee Emeritus**. Its permanent seating capacity is approximately 3,500. It also contains a 440-yard perma-weather track with 8 lanes; a press box and ticket booths, concession, parking, and storage areas; and restroom facilities. Installation of lights for night events (1987) was a major enhancement.

"SEAT OF KNOWLEDGE," sculpture located near the entrance to Griffin Hall and depicting **President Emeritus Peter Wedderick Moore**, is the university's first such enhancement. It is the creation of **Roy Chester Farmer, Art '72**, and had unveiling ceremonies on September 28, 1987.

SIGNAGE: In addition to brick three markers identifying the institution (on Parkview Drive, Weeksville Road, and intersection of NC 34 and Herrington Road), an information Marquee (electronic sign) was installed during October 2003. It is computer-operated and updated from the Office of University Relations and Marketing.

SLOAN HALL, which can house 32 persons, is a unit within the Student Apartment Complex (formerly Residence Hall "A"). It is accessible to the handicapped and is named for **Maceo A. Sloan** (1912-), former Trustee.

SYMERA HALL (1912) is a 3-story building believed to be the second oldest campus structure. Originally for women students, its normal capacity was 99 persons before going out of service. It was rebuilt in 1949 following destruction by a hurricane, then had several renovations. Symera and Lane Halls are connected by a small area formerly known as the "Captain's Cabin," then a Faculty dining area. The building is named for **Symera Raynor Moore** (1860-1922), wife of the first President.

The **TELECOMMUNICATIONS BUILDING** (successively ECSU's first Laundry, then "Pirate's Den," followed by "Lighthouse," Publications Building, "Gallery," "Students Services," Student Affairs and Campus Security Headquarters) now houses offices and studios for the campus television station (Channels 18/22). Erected 1923, various renovations accompanied revised building usage. It has provisions for and complete accessibility to the handicapped. A KU-Band satellite dish, installed March 1, 1987, was destroyed by hurricane Isabel. A new satellite dish (also KU-Band) was installed April 1, 2004.

TENNIS COURTS are used for instruction, recreation, and intercollegiate matches. Two were constructed in 1958. Six additional courts were completed in 1980.

THE DISMAL SWAMP WETLANDS: In 1975, ECSU acquired 639 acres of land in the Great Dismal Swamp from the U.S. Department of Health, Education and Welfare. The U.S. Department of Education, Title III Program, funded the construction of a half-mile-long Boardwalk and Observation Tower. The U.S. Navy licensed ECSU to construct 900 feet of the Boardwalk over Navy wetlands, in order to reach the university property. The property's **primary purposes** are to provide access to a pristine wetland environment and to **promote public awareness** of the crucial role played by wetlands in the Coastal Plain biome. Without the wetlands, there would be no fishing industry in Albemarle or Pamlico Sounds.

THOMAS CALDWELL PHYSICAL EDUCATION FACILITY/FIELD HOUSE was completed (2003) at the east end of Roebuck Stadium with a small parking area, and had a brief formal opening ceremony. The attractive 10,000 square foot structure includes faculty and coach's offices plus classrooms, storage area, a weight room, and shower, locker, and bathroom facilities.

THOMAS-JENKINS HALL (1977), air-conditioned and single-story, with provisions for the handicapped, is the Physical Plant and Police Department (formerly "Security Department") headquarters and also contains the Recycling Office. It is named for **Harvey Loyal Thomas** (1922- 2001), once Dean of Men and former long-term Director of the Physical Plant; and **Charles Jackson Jenkins** (1869-1943), first "Engineer" and former Superintendent of Buildings and Grounds. The building has offices and shops; general and specialized storage rooms; locker and key rooms; a file room and records vault; a kitchenette and identification room. It has access to the DCI (formerly PIN) network; a radio tower; and a fenced area providing vehicle protection. A **Warehouse-Storage Annex**, completely accessible to the handicapped, was completed in 1983. Small additional storage facilities were added in 1989.

THORPE ADMINISTRATION BUILDING (1987) is a 3-story air-conditioned office structure named for **Dr. Marion Dennis Thorpe** (1932-1983), sixth President and first Chancellor. It houses complexes for the Chancellor, all Vice Chancellors, Registrar, Admissions, Financial Aid, Alumni and Cashier. Provisions for and complete accessibility for the handicapped, an elevator, file rooms, vending area, vaults, a darkroom, programming and exhibit areas, lounges, and conference and storage rooms round out its appurtenances. Mechanical equipment is computer-controlled, pending on-line status for the Central Utility Plant. The adjacent parking area was expanded in 1989.

TRIGG BUILDING (1939; addition 1969) was built as the institution's library. It later served as original site of the University Archives (1971), then as the Student Union, and next for administrative operations including the Chancellor's complex. Thus it was once called "old Thorpe Hall" before being named for **Harold Leonard Trigg** (1893-1978), third President.

UNIVERSITY TOWER, originally for women, became all-male during 2004 - 2005. It is ECSU's first four story residence building, air-conditioned, with normal capacity for 198 persons, it was erected Spring 1993, and contains an administrator's apartment and elevator. It is equipped to accommodate cable television and individual telephone services

VAUGHAN CENTER, an air-conditioned 2-story building, was constructed in two phases - 1969 (swimming pool portion; renovated 1986); and its large addition (1977), both completely accessible to and having provisions for the handicapped. The complex houses the Department of Physical Education and Health and Athletic Director. It contains classrooms, dance and exercise studios, and offices. There are rooms for laundry, drying, and supplies; training, first aid, therapy, weight, and gymnastics; lockers and showers; and equipment and storage. There are also two trackball and handball courts; a library; physical development laboratories; Olympic-size swimming pool with an observation deck; a gymnasium seating 4,500; public restrooms, spacious lounge area; exhibit and 2nd floor game areas; an elevator and a ticket office. It is named for **Robert Louis Vaughan** (1928), Professor Emeritus of Physical Education, former Athletic Director and Hall of Fame Basketball Coach, and Department Chairman. A now-unused satellite dish was donated October 1992.

A **VENDING DEPOT** for the sale of surplus university items is the current function of the one-story, wooden former “Admissions Building” (completed 1922). Relocated to its present site, it once housed the infirmary, became a faculty-staff residence, next housed Admissions, then became the site for a proposed student banking center.

VIKING VILLAGE, scheduled for occupancy fall 2004, will be a 159,478-square foot student housing complex with 350 beds. Offering an alternative living environment for ECSU students, the 3-story building is on the south side of Weeksville Road, across from the main campus entrance. The “Village” will have a laundry facility, a meeting room, vending and maintenance areas, office, a full sprinkler system, and two elevators. The large structure will have 175 spaces, sidewalks and landscaping. This building is owned by the ECSU Foundation and managed by ECSU.

WALTER N & HENRIETTA B. RIDLEY STUDENT COMPLEX, Named for **Dr. Walter Nathaniel Ridley** (1910 - 1966), fifth President and third President Emeritus and **Mrs. Henrietta Bonaparte Ridley** (1910-), former First Lady and dedicated Student Union advisor is comprised of a two story 34,800-square foot building constructed in 2004, a one story 14,300-square foot building constructed in 1969 and a raised terrace connecting the these two buildings with Bedell Hall (student cafeteria) and the Commuter Center.

The two story building (Ridley Student Center) houses Student Life Student Activities, Commuter Services, Student Leadership Academy, Campus Recreation, Student Government Association, University Information Desk, Bookstore, The **Mary Albritton Douglas Auditorium**, student club and organizations, lost and found, television lounge, 2 computer stations, Checkers, and meeting rooms. The building is fully ADA compliant and accessible with an elevator.

The one story (Ridley Center) building houses the U.S. Postal Station (since 1995), the Viking Den and the “Blue Room” dining facilities. This attractive, air-conditioned, one-story building has provisions for and accessibility to the handicapped, and is enhanced by a C-Band satellite dish, acquired September 1985.

WAMACK HALL, 3-story residence building with normal capacity for 124 men, was erected 1969, renovated 1981, and named for **Timothy Hiram Wamack** (1915-1972), former faculty member. It has a director’s apartment among other residence hall appurtenances.

WILKINS CENTER (1985) has offices, computer laboratory, storage and vending areas. It is completely accessible to and has provisions for the handicapped. It is named for the **Honorable Elmer Vanray Wilkins** (1911-2002), former Trustee Chairman and Mayor of the town of Quonset.

WILLIAMS HALL, 2-story complex (1949) with added wings in 1951 for Physical Education and Fine Arts instruction, plus a Home Economics area. The Laboratory Nursery/Kindergarten was formerly housed here. Renovated several times, it formerly housed the Music Department. With 2003 - 2004 rehabilitation and modernization, the 36,000-square foot facility has become the new home of the School of Business and Economics and continues to house the operations of WRVS-FM radio. With all new finishes and furnishings, a new elevator, and facilities for the disabled, it also has some revisions of its exterior design, modernized electrical, mechanical, and plumbing systems. It also houses the renovated intramural gymnasium along with offices and locker rooms for the Physical Education program. The fountain area in front of the building will become part of the revised campus ‘Greenspace.’ The building is named for Dr. Sidney David Williams (1892 - 1974), fourth President and second President Emeritus.

ECSU’s buildings and grounds are completed with 11 structures and a small Utah land area. The structures are storage barn, four brick residences (1961), and the university’s Water Tower (1995) - all on Weeksville Road. The “Moore Residence” (1922) on College Street and an on-campus former residence having office spaces, which include the Faculty Senate, exist. Two small brick structures for hazardous materials (1980), and a vacant former residence on Herrington Road (awaiting renovations) complete the inventory. No longer existing are the cinder block Art Studio, Bookstore/Central Supply (formerly Maintenance Building), Identification Arch at Parkview Drive campus entrance, 2-story Industrial Training Building, a Pumping Station, 2-story residence (Weeksville Road) incinerated for local Fire Department training, a shed for outdoor storage, a cinder block storage building, and “West Lodge” (Quonset residence for men).

WHAT	WHOM	WHERE	PHONE EXT.
Absence	Academic Affairs	TH	3291
Academic Problems	Academic Affairs	TTH	3291
Adding Courses	Chairman of Dept. or Faculty Advisor	----	-----
Admissions	Mr. Harold Murrill	TH	3307
Alumni Relations	Mrs. Barbra Sutton	KE	3498
Administrative Computing	Ms. Mary Leary	ITC	3701
Athletics	Mr. Thurlis Little	VC	3396
Auto Registration	Ms. Myrtle Johnson	SO	3264
Baseball	Mr. Terrance Whittle	VC	3392
Blackboard	Mrs. Kim Stevenson	ITC	3699
Bowling Center	Mr. Jeremy Williams	CC	3687
Campus Police	Mr. Sam Beamon	SO	3264
Campus Recreation	Mrs. Mary Berry	WH	3772
Cheerleading	Ms. Ruth Williams	TH	3787
Commuter Student Services	Mr. Darrien Jerman	NSC	3511
Distance Education/Virtual College	Mrs. Kimberly Stevenson	ITC	3699
Employment	Mrs. Paula Gassaway	TH	3776
Financial Aid/Scholarships	Mr. Kenneth Wilson	TH	3283
Football	Mr. Waverly Tillar	VC	3628
Golf	Mr. Lavern Jones	JCS	3236
Graduate Program	Dr. Paula Viltz	KE	3455
Greek Affairs	Mr. Carlas White	NSC	3654

WHAT	WHOM	WHERE	PHONE EXT.
Housing and Residence Life	Mr. Stephen Sylvester	Complex G	3969
ID Cards	Mrs. Denise Trotman	Lester Hall	3578
Illness	Ms. Regina McCoy-Davis	Infirm	3267
Incomplete Grades	Academic Deans	-----	-----
Intramural Sports	Mrs. Mary Berry	WH	3829
IT Client Services	Ms. Sharonda Walton	ITC	3532
Men's Basketball	Mr. Shawn Walker	VC	3673
Men's Cross-country	Mr. Alico Dunk	VC	3673
Outdoor Classroom	Mrs. Mary Berry	NSC	3466
Placement Office	Mr. Brutus Jackson	RC	3318
University Relations and Marketing	Ms. Rhonda Hayes	TH	3103
Radio/Television Services	Mrs. Melba Smith	TH	3985
Registration	Mr. Vincent Beamon	TH	3302
ROTC	LTC Troy D. Barnes	ROTC	3917
Senior Clearance	Dr. Roosevelt Askew	RC	3271
Softball Field	Mrs. Mary Berry	NSC	3372
Special Needs Students	Mrs. Annie Hedgebeth	MH	3527
Spiritual Counselor	Mr. Roosevelt Askew	RC	3275
Student Accounts	Ms. Chelsea Whidbee	TH	3563
Student Activities	Mrs. Mary Berry	NSC	3466
Student Government Association	Mr. Carlas White	NSC	3654
Student Help Desk	-	IT	3939

WHAT	WHOM	WHERE	PHONE EXT.
Standardized Test	Dr. Roosevelt Askew	RC	3275
Student Leadership Academy	Mr. Darrien Jerman	NSC	3511
Testing Programs	Dr. Roosevelt Askew	RC	3271
Traffic Tickets	Mr. Sam Beamon	SO	3264
Transfer	Dr. Monette Williams	TH	3304
Tutoring	Ms. Lolita Turner	MH	3525
Withdrawals	Dr. Roosevelt Askew	RC	3275
Women's Basketball	Mr. Alico Dunk	VC	3483
Women's Bowling	Mr. Jeremy Williams	BC	3687
Women's Cross-country	Mr. Alico Dunk	VC	3461
Women's Softball	Mr. Anton Thomas	SO	3266
Women's Tennis	Mr. Tommy Wilcox	VC	331-9180
Women's Volleyball	Ms. Linda Bell	VC	3847
Webmaster	Ms. Dana Cobbs	ITC	3533
Video Conference Center	Mrs. Deborah Flippens	ITC	3703

LEGEND

CC: Commuter Club
 MH: Moore Hall
 GH: Griffin Hall
 IT: Information Technology Center
 JSC: Jenkins Science Center
 KE: K.E. White

LB: Library
 LH: Lane Hall
 MH: Moore Hall
 NSC: New Student Center
 RC: Ridley Complex
 TB: Trigg Building

TC: Teleconference Center
 TH: Thorpe Hall
 SO: Security Office
 US: University Suites
 VC: Vaughan Center
 WH: Williams Hall

ELIZABETH CITY STATE UNIVERSITY
OFFICE OF STUDENT LIFE

There are many opportunities at ECSU for student involvement. Student Activities, Clubs and Organizations, Leadership Development, Commuter Students, Campus Recreation, SGA and Greek Life are a few examples of how you can fully capture the “Viking Spirit”.

Student Activities-Provides special services and assistance to the students and the university community.

Welcome Back Week
Homecoming
Winter Homecoming
Viking Fest

Community Relations Committee- Performs community outreach activities to bridge the relationship with the university and the community.

American Red Cross Blood Drive
Salvation Army Holiday Bell Ringing
“Operation Blue Town”
Adopt-a –Street

Clubs and Organizations-Helps students to capture the college experience. Students are able to pursue their interests and demonstrate his or her talents and skills. Participating in extracurricular activities helps the student develop and cultivate lifelong leadership skills.

Clubs and Organizations Session
Club Day

Student Leadership Academy-To prepare student leaders to maintain, uphold and aim for leadership roles on campus, in the university community, as well as beyond collegiate matriculation.

Student Leadership Session
Student Leadership Awards Banquet

Multicultural Affairs-Seeks to provide services and opportunities designed specifically for commuter students. On-going programs are offered throughout the year to better serve the commuter population.

Annual Holiday Culture Celebration
Martin Luther King, Jr. March
Cinco De Mayo Celebration

Campus Recreation-Provide the campus community with the opportunity to participate in a variety of intramural sports and recreational activities

Intramural Sports
Commuter/Bowling Center

Get Connected, we are Building Bridges, Not Walls!

For Additional Information contact

(252) 335-3143, located Walter N. & Henrietta B. Ridley Student Complex (NSC)

Can We Be of Assistance?

Contact the Counseling & Testing Center

Room 121, Ridley University Center

* * * * *

Often students experience feelings of uncertainty, confusion, anxiety and depression while adjusting to the demands of college life. Counseling can help students on a variety of issues including:

- * love and social relationships
- * depression and anxiety
- * suicidal thoughts
- * anger management
- * substance abuse
- * sexuality issues
- * family
- * stress and time management
- * grief counseling
- * spiritual counseling
- * career counseling

Counselors are available to conduct individual or group counseling sessions and to provide presentations for your club and/or organization. Counseling is **FREE** to all students and is **CONFIDENTIAL**. Referrals to off campus counseling and support resources are also available.

The Counseling & Testing Center also offers testing information for ETS testing which includes the CLEP, SAT, GRE, GMAT, PRAXIS, PCAT and the TOEFL. Counselors administer the MAT, ON CAMPUS SAT, CLEP and Placement Tests at various times during the academic year. Please visit our office for a calendar of testing dates.

Walk-ins or appointments are available Monday – Friday from 8 a.m. - 5 p.m.

Wednesday 8 a.m. – 7 p.m.

Call or E-Mail Us:

Director

Dr. Roosevelt Askew, II 335-3275 raskew2@mail.ecsu.edu

Assistant Director

Mrs. Felecia D. Brown 335-3642 fdbrown@mail.ecsu.edu

University Counselors:

Mr. Zaigham Bokhari 335-3180 szabbas@mail.ecsu.edu

Ms. Danielle Fox 335-3274 dlfox@mail.ecsu.edu

Ms. Marvalene Mouzon 335-3919 mmmouzon@mail.ecsu.edu

Administrative Support Associate

Mrs. Carolyn S. Williams 335-3273 cswilliams@mail.ecsu.edu

2010-2011 Calendar and Handbook Committee Members

Ms. Barbaina Houston-Black, Chairperson

Mrs. Mary S. Berry

Mr. Zaigham Bokhari

Ms. Rhonda Hayes

Mr. Darrien Jerman

Mrs. Mable Riddick

Ms. Jenelle Simpson

Ms. Rosa Sylvester

Mrs. Vicky Tillett

CALENDAR LEGEND

ATHLETICS	A	EXT. 3388
ACADEMIC AFFAIRS	AA	EXT. 3291
ALUMNI RELATIONS	AR	EXT. 3498
BUSINESS & FINANCE	BF	EXT 3211
CHANCELLOR'S OFFICE	C	EXT. 3228
HUMAN RESOURCES	HR	EXT. 3789
INSTITUTIONAL ADVANCEMENT	IR	EXT. 3225
STUDENT AFFAIRS	SA	EXT. 3281

SEPTEMBER 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6 Labor Day	7	8	9 Rosh Hashanah	10	11
12	13	14	15	16	17	18 Yom Kippur
19	20	21	22 First Day of Autumn	23	24	25
26	27	28	29	30		

NOTES

OCTOBER 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11 Columbus Day	12	13	14	15	16
17	18	19	20	21	22	23
24 31 Halloween	25	26	27	28	29	30

NOTES

NOVEMBER 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7 Daylight Savings Time ends	8	9	10	11 Veterans Day	12	13
14	15	16	17	18	19	20
21	22	23	24	25 Thanksgiving	26	27
28	29	30				

NOTES

DECEMBER 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2 Hanukkah begins	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21 First Day of Winter	22	23	24	25 Christmas
26 Kwanzaa	27	28	29	30	31	

NOTES

JANUARY 2011

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 New Year's Day
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 Martin Luther King, Jr. Day	18	19	20	21	22
23 30	24 31	25	26	27	28	29

NOTES

FEBRUARY 2011

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 Groundhog Day	3	4	5
6	7	8	9	10	11	12
13	14 Valentine's Day	15	16	17	18	19
20	21 Presidents Day	22	23	24	25	26
27	28					

NOTES

MARCH 2011

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9 Ash Wednesday	10	11	12
13 Daylight Savings Time begins	14	15	16	17 St. Patrick's Day	18	19
20 First Day of Spring	21	22	23	24	25	26
27	28	29	30	31		

NOTES

APRIL 2011

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 April Fools' Day	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19 Passover begins	20	21	22 Good Friday Earth Day	23
24 Easter	25	26	27	28	29	30

NOTES

MAY 2011

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5 Cinco de Mayo	6	7
8 Mother's Day	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 Memorial Day	31				

NOTES

JUNE 2011

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19 Father's Day	20	21 First Day of Summer	22	23	24	25
26	27	28	29	30		

NOTES

JULY 2011

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 Independence Day	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

NOTES

AUGUST 2011

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOTES

AUGUST 2010

"There is nothing like returning to a place that remains unchanged to find the ways in which you yourself have altered."
NELSON MANDELA

AUGUST						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MONDAY 16
AUGUST

TUESDAY 17
AUGUST

WEDNESDAY 18
AUGUST

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12 p.m.		
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<ul style="list-style-type: none">• Welcome Back Week• Official Registration, 8:30 am - 7:00 pm• 7:30 am - Classes Dropped for Pre-Registered Students not Officially Registered	<ul style="list-style-type: none">• Welcome Back Week• Late Registration, 8:30 am - 3:00 pm• All Classes Begin 8:00 am• Drop and Add Period Begins• SBE Chairpersons Meeting, Location TBA 3:30 - 5:30 pm	<ul style="list-style-type: none">• Welcome Back Week

NOTES

THURSDAY19AUGUST	FRIDAY20AUGUST	SATURDAY21AUGUST
7 a.m.		
8		
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10		
11		
12 p.m.		<ul style="list-style-type: none"> • Welcome Back Week • PCAT
1		
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6		SUNDAY22AUGUST
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<ul style="list-style-type: none"> • Welcome Back Week • Academic Administrative and Planning Council Meeting, 107 K.E. White Graduate Center 3:30 pm • SBE Faculty Research Presentation, Location TBA 3:30 - 5:30 pm • Departmental Faculty Meeting 	<ul style="list-style-type: none"> • Welcome Back Week 	

AUGUST 2010

*"Do not follow where the path may lead.
Go instead where there is no path and leave a trail."*
HAROLD R. MCALINDON

AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

MONDAY 23
AUGUST

TUESDAY 24
AUGUST

WEDNESDAY 25
AUGUST

7 a.m.		
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12 p.m.		
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• Late Registration Ends/Drop and Add Period Ends	• Curriculum Committee Meeting, 107 K.E. White Graduate Center 3:30 pm	

NOTES

THURSDAY26AUGUST	FRIDAY27AUGUST	SATURDAY28AUGUST
7 a.m.		
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12 p.m.		<div> <div>• ECSU vs. Johnson C. Smith University, Roebuck Stadium 6:00 pm</div> </div>
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6		<div> <div>SUNDAY29AUGUST</div> </div>
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10		
<div> <div>• Honors Program Reception 3:30 pm</div> <div>• Music Department Faculty/Student Meeting, Choir RM 3:30 - 4:50 pm</div> <div>• SBE AACSB Committee Meetings, Location TBA 3:30 - 5:30 pm</div> </div>	<div> <div>• V.A.N.S. Recruitment/Application Process Begins</div> </div>	

AUG/SEPT 2010

"Leadership: The art of getting someone else to do something you want done because he wants to do it."
DWIGHT D. EISENHOWER

AUGUST						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
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29	30	31				

SEPTEMBER						
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MONDAY 30
AUGUST

TUESDAY 31
AUGUST

WEDNESDAY 1
SEPTEMBER

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	<ul style="list-style-type: none">SBE Faculty Research Presentation, Location TBA 3:30 - 5:30 pm	

NOTES

THURSDAY2 SEPTEMBER	FRIDAY3 SEPTEMBER	SATURDAY4 SEPTEMBER
7 a.m.		
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6		SUNDAY5 SEPTEMBER
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<ul style="list-style-type: none"> • Academic Executive Council Meeting, Provost/VCAA Conference RM 10:00 am • School of Mathematics, Science, and Technology Meeting • ECSU @ Central Arkansas, 6:00 pm 		

SEPTEMBER 2010

"The ultimate measure of a man is not where he stands in moments of comfort, but where he stands at times of challenge and controversy."
MARTIN LUTHER KING, JR.

SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4					1	2	
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30

MONDAY 6
SEPTEMBER

TUESDAY 7
SEPTEMBER

WEDNESDAY 8
SEPTEMBER

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<ul style="list-style-type: none">• Labor Day Holiday, Classes Dismissed, Offices Closed	<ul style="list-style-type: none">• Classes Resume, 8:00 am• SBE Student Forum, Location TBA 3:30 - 4:30 pm• SOEP Departmental Chairs Meeting, Location TBA 2:30 pm	<ul style="list-style-type: none">• Business & Finance Planning Council Meeting, Chancellor's Boardroom 8:30 am

NOTES

THURSDAY9 SEPTEMBER	FRIDAY10 SEPTEMBER	SATURDAY11 SEPTEMBER
7 a.m.		
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12 p.m.		
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6		SUNDAY12 SEPTEMBER
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<ul style="list-style-type: none"> • Rosh Hashanah • Academic Administrative and Planning Council Meeting, 107 K.E. White Graduate Center 3:30 pm • SBE Student Forum, Location TBA 3:30 - 4:30 pm • Clubs and Organization Session, 216 New Student Center 3:00 pm • Annual Social Work Field Education Luncheon 		

SEPTEMBER 2010

"To be a great leader and so always master of the situation, one must of necessity have been a great thinker in action. An eagle was never yet hatched from a goose's egg."
JAMES THOMAS

SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4					1	2	
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30

MONDAY 13
SEPTEMBER

TUESDAY 14
SEPTEMBER

WEDNESDAY 15
SEPTEMBER

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<ul style="list-style-type: none">• Administrative Council Meeting• SMST Department Chairs Meeting• Iota Phi Theta Fraternity, Inc. Week	<ul style="list-style-type: none">• Iota Phi Theta Fraternity, Inc. Week• Curriculum Committee Meeting, 107 K.E. White Graduate Center 3:30 pm• Board of Trustees Meeting• SBE AACSB Committee Meetings, Location TBA 3:30 - 5:30 pm• Staff Senate Executive Committee Meeting, Location TBA 10:00 am	<ul style="list-style-type: none">• Iota Phi Theta Fraternity, Inc. Week• Fall Graduation Applications Due to Registrar's Office

NOTES

THURSDAY16 SEPTEMBER	FRIDAY17 SEPTEMBER	SATURDAY18 SEPTEMBER
7 a.m.		
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12 p.m.		<ul style="list-style-type: none"> Yom Kippur Iota Phi Theta Fraternity, Inc. Week Praxis Series Tests 13th Annual Down East Viking Football Classic, ECSU vs. Fayetteville State University, Rocky Mount Athletic Complex 4:00 pm
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6		<div>SUNDAY19 SEPTEMBER</div>
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<ul style="list-style-type: none"> Iota Phi Theta Fraternity, Inc. Week Teacher Education Advisory Council, 105 McLendon Hall SAH School-Wide Meeting SBE Chairpersons Meeting, Location TBA 3:30 - 5:30 pm Departmental Faculty Meeting 	<ul style="list-style-type: none"> Iota Phi Theta Fraternity, Inc. Week Constitution Day, New Student Center 3:00 pm 	<ul style="list-style-type: none"> Iota Phi Theta Fraternity, Inc. Week

SEPTEMBER 2010

"We are all inventors, each sailing out on a voyage of discovery, guided each by a private chart, of which there is no duplicate. The world is all gates, all opportunities."
RALPH WALDO EMERSON

SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4					1	2	
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30

MONDAY 20
SEPTEMBER

TUESDAY 21
SEPTEMBER

WEDNESDAY 22
SEPTEMBER

7 a.m.		
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<ul style="list-style-type: none">• Eta Gamma Pi Sorority, Inc. Week• Chancellor's Cabinet Meeting	<ul style="list-style-type: none">• Eta Gamma Pi Sorority, Inc. Week• Faculty Senate Meeting, 138 Jimmy R. Jenkins Science Center 3:30 pm• SBE School-wide Meeting, Location TBA 3:30 - 5:30 pm• Criminal Justice Student Meeting, Location TBA 3:30 pm• Career Fair, Vaughan Center• Social Work Adopt-A-Highway	<ul style="list-style-type: none">• First Day of Autumn• Eta Gamma Pi Sorority, Inc. Week• Career Fair, Vaughan Center• Staff Senate Monthly Meeting, 130 K.E. White Graduate Center• Student Leadership Development Academy, 216 New Student Center 6:00 pm

NOTES

THURSDAY23 SEPTEMBER	FRIDAY24 SEPTEMBER	SATURDAY25 SEPTEMBER
7 a.m.		
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12 p.m.		<ul style="list-style-type: none"> ECSU vs. Shaw University, Roebuck Stadium 1:00 pm TOEFL iBT
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6		SUNDAY26 SEPTEMBER
7		
8		
9		
10		
<ul style="list-style-type: none"> Eta Gamma Pi Sorority, Inc. Week Honors Program Student Council Meeting 3:30 pm SOEP Departmental Chairs Meeting, Location TBA 2:30 pm Social Work Student Meeting, Location TBA 3:30 pm Sociology Student Meeting, Location TBA 3:30 pm 	<ul style="list-style-type: none"> Eta Gamma Pi Sorority, Inc. Week 	<ul style="list-style-type: none"> Eta Gamma Pi Sorority, Inc. Week

SEPT/OCT 2010

"Without inspiration the best powers of the mind remain dormant. There is a fuel in us which needs to be ignited with sparks."
JOHANN GOTTFRIED VON HERDER

SEPTEMBER							OCTOBER						
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MONDAY 27
SEPTEMBER

TUESDAY 28
SEPTEMBER

WEDNESDAY 29
SEPTEMBER

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	<ul style="list-style-type: none">Curriculum Committee Meeting, 107 K.E. White Graduate Center 3:30 pm	

NOTES

THURSDAY 30
SEPTEMBER

FRIDAY 1
OCTOBER

SATURDAY 2
OCTOBER

7 a.m.		
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12 p.m.		• ECSU vs. Saint Paul's College, 1:00 Roebuck Stadium
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• Honors Program Faculty Council Meeting 3:30 pm • SBE AACSB Committee Meetings, Location TBA 3:30 - 5:30 pm • Training Conference, K.E. White Graduate Center 8:00 am - 4:00 pm • Recognition Banquet, K.E. White Graduate Center 6:00 - 8:00 pm • SOEP Wide Faculty/Staff Meeting, Location TBA 3:30 pm	• V.A.N.S. Application Deadline • Training Conference, K.E. White Graduate Center 8:00 am - 12 noon	

OCTOBER 2010

"Nothing can stop the man with the right mental attitude from achieving his goal; nothing on earth can help the man with the wrong mental attitude."
THOMAS JEFFERSON

OCTOBER							NOVEMBER						
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MONDAY 4
OCTOBER

TUESDAY 5
OCTOBER

WEDNESDAY 6
OCTOBER

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<ul style="list-style-type: none">Chancellor's Cabinet Meeting	<ul style="list-style-type: none">Curriculum Committee Meeting, 107 K.E. White Graduate Center 3:30 pm	<ul style="list-style-type: none">Business & Finance Planning Council Meeting, Chancellor's Boardroom 8:30 amStudent Leadership Development Academy, 216 New Student Center 6:00 pmMid-Term Exams (All Students)

NOTES

THURSDAY7OCTOBER	FRIDAY8OCTOBER	SATURDAY9OCTOBER
7 a.m.		
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12 p.m.		<ul style="list-style-type: none"> • Mid-Term Exams (All Students) • SAT I/II • ECSU vs. Virginia Union University, Roebuck Stadium 1:00 pm
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4		<div>SUNDAY10OCTOBER</div>
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<ul style="list-style-type: none"> • Mid-Term Exams (All Students) • Student Recital, Floyd L. Robinson Auditorium 3:30 - 4:50 pm • Academic Executive Council Meeting, Provost/VCAA Conference Room 10:00 am • Academic Administrative and Planning Council Meeting, 107 K.E. White Graduate Center 3:30 pm • School of Mathematics, Science, and Technology Meeting • SBE AACSB Committee Meetings, Location TBA 3:30 - 5:30 pm 	<ul style="list-style-type: none"> • Mid-Term Exams (All Students) 	<ul style="list-style-type: none"> • Mid-Term Exams (All Students) • Lyceum Series - Barrage Animado, Floyd L. Robinson Auditorium 4:00 pm

OCTOBER 2010

"The difference between a successful person and others is not a lack of strength, not a lack of knowledge, but rather a lack in will."
VINCE LOMBARDI

OCTOBER							NOVEMBER						
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MONDAY **11**
OCTOBER

TUESDAY **12**
OCTOBER

WEDNESDAY **13**
OCTOBER

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<ul style="list-style-type: none">• Columbus Day• Mid-Term Exams (All Students)• Administrative Council Meeting• SMST Department Chairs Meeting• Clubs and Organizations Session, 216 New Student Center 3:00 pm	<ul style="list-style-type: none">• Mid-Term Exams (All Students)• Student Recital, Floyd L. Robinson Auditorium 3:30 - 4:50 pm• General Faculty Meeting, 138 Jimmy R. Jenkins Science Center 3:30 pm• SAH Chairpersons Meeting• Unlawful Workplace Harassment, 130 K.E. White Graduate Center• Staff Senate Executive Committee Meetings, Location TBA 10:00 am• Social Work Coat Drive	<ul style="list-style-type: none">• Last Day to Remove "I" Grades• Social Work Coat Drive

NOTES

THURSDAY14 OCTOBER	FRIDAY15 OCTOBER	SATURDAY16 OCTOBER
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<ul style="list-style-type: none"> • SAH School-Wide Meeting • SBE Chairpersons Meeting, Location TBA 3:30 - 5:30 pm • ESCU @ Virginia State University, 6:00 pm • SOEP Departmental Chairs Meeting, Location TBA 2:30 pm • Social Work Coat Drive 	<ul style="list-style-type: none"> • Social Work Coat Drive 	<ul style="list-style-type: none"> • Social Work Coat Drive

OCTOBER 2010

"When one door of happiness closes, another opens, but often we look so long at the closed door that we do not see the one that has been opened for us."
HELEN KELLER

OCTOBER							NOVEMBER						
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MONDAY 18
OCTOBER

TUESDAY 19
OCTOBER

WEDNESDAY 20
OCTOBER

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<ul style="list-style-type: none">• Social Work Coat Drive• Deadline for Posting Grades - 12:00 pm• Chancellor's Cabinet Meeting• Fall Recess	<ul style="list-style-type: none">• Social Work Coat Drive• Fall Recess• Curriculum Committee Meeting, 107 K.E. White Graduate Center 3:30 pm• SBE School-wide Meeting, Location TBA 3:30 - 5:30 pm	<ul style="list-style-type: none">• Social Work Coat Drive• Classes Resume, 8:00 am• Alcohol Awareness Day - Sponsored by the V.A.N.S.• Staff Senate Monthly Meeting, 130 K.E. White Graduate Center 3:00 pm• Student Leadership Development Academy, 216 New Student Center 6:00 pm

NOTES

THURSDAY21OCTOBER	FRIDAY22OCTOBER	SATURDAY23OCTOBER
7 a.m.		
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12 p.m.		<ul style="list-style-type: none"> Social Work Coat Drive SAT (On Campus) ECSU @ Bowie State University, 1:00 pm
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<ul style="list-style-type: none"> Social Work Coat Drive SBE Faculty Research Presentation, Location TBA 3:30 - 5:30 pm Departmental Faculty Meeting 	<ul style="list-style-type: none"> Social Work Coat Drive 	<ul style="list-style-type: none"> Social Work Coat Drive Homecoming Week

OCTOBER 2010

"The ability to concentrate and to use your time well is everything if you want to succeed in business—or almost anywhere else for that matter."
LEE IACOCCA

OCTOBER							NOVEMBER						
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MONDAY 25
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TUESDAY 26
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WEDNESDAY 27
OCTOBER

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<ul style="list-style-type: none">• Homecoming Week• 60% Deadline for Financial Aid Adjustments• Academic Advisement/Pre-registration for Spring 2011, 8:00 am - 5:00 pm• Social Work Coat Drive	<ul style="list-style-type: none">• Homecoming Week• Academic Advisement/Pre-registration for Spring 2011, 8:00 am - 5:00 pm• SBE AACSB Committee Meetings, Location TBA 3:30 - 5:30 pm• Faculty Senate Meeting, 138 Jimmy R. Jenkins Science Center 3:30 pm• Small Ensemble Concert, Floyd L. Robinson Auditorium 7:00 pm• Clubs and Organizations Day• Social Work Coat Drive	<ul style="list-style-type: none">• Homecoming Week• Academic Advisement/Pre-registration for Spring 2011, 8:00 am - 5:00 pm• Senior Recital, Floyd L. Robinson Auditorium 7:00 pm• Social Work Coat Drive

NOTES

THURSDAY 28
OCTOBER

FRIDAY 29
OCTOBER

SATURDAY 30
OCTOBER

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7 a.m.		
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12 p.m.		<ul style="list-style-type: none"> • Homecoming Week • Academic Advisement/Pre-registration for Spring 2011 • Homecoming 2010, ECSU vs. Chowan University, Roebuck Stadium 1:30 pm
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4		<p>SUNDAY 31 OCTOBER</p>
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<ul style="list-style-type: none"> • Homecoming Week • Academic Advisement/Pre-registration for Spring 2011, 8:00 am - 5:00 pm • Social Work Coat Drive 	<ul style="list-style-type: none"> • Homecoming Week • Academic Advisement/Pre-registration for Spring 2011, 8:00 am - 5:00 pm • Social Work Coat Drive 	<ul style="list-style-type: none"> • Halloween • Academic Advisement/Pre-registration for Spring 2011

NOVEMBER 2010

"A man should have any number of little aims about which he should be conscious and for which he should have names, but he should have neither name for, nor consciousness concerning, the main aim of his life."
SAMUEL BUTLER

NOVEMBER						
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MONDAY 1
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NOVEMBER

WEDNESDAY 3
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<ul style="list-style-type: none">• Academic Advisement/Pre-registration for Spring 2011, 8:00 am - 5:00 pm• Chancellor's Cabinet Meeting	<ul style="list-style-type: none">• Academic Advisement/Pre-registration for Spring 2011, 8:00 am - 5:00 pm• Last Day to Withdraw from Classes and Receive a Grade of "W"• SOEP Wide Faculty/Staff Meeting, Location TBA 3:30 pm• Social Work Holiday Basket Drive	<ul style="list-style-type: none">• Academic Advisement/Pre-registration for Spring 2011, 8:00 am - 5:00 pm• Student Leadership Development Academy, 216 New Student Center 6:00 pm• Social Work Holiday Basket Drive

NOTES

THURSDAY4NOVEMBER	FRIDAY5NOVEMBER	SATURDAY6NOVEMBER
7 a.m.		
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12 p.m.		<ul style="list-style-type: none"> • SAT I/II • GRE (Subject Tests Only) • ECSU @ Lincoln University (PA), 1:00 pm • Social Work Holiday Basket Drive
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6		SUNDAY7NOVEMBER
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<ul style="list-style-type: none"> • Academic Advisement/Pre-registration for Spring 2011, 8:00 am - 5:00 pm • Student Recital, Floyd L. Robinson Auditorium 3:00 - 4:50 pm • Academic Executive Council Meeting, Provost/VCAA Conference Room 10:00 am • SOEP Departmental Chairs Meeting, Location TBA 2:30 pm • Social Work Holiday Basket Drive 	<ul style="list-style-type: none"> • Academic Advisement/Pre-registration for Spring 2011, 8:00 am - 5:00 pm • Lyceum Series - Adventures of Harold & the Purple Crayon, Floyd L. Robinson Auditorium 10:00 am and 6:00 pm • Social Work Holiday Basket Drive 	<ul style="list-style-type: none"> • Daylight Savings Time ends • Sigma Gamma Rho Sorority, Inc. Week • Social Work Holiday Basket Drive

NOVEMBER 2010

"The only way of finding the limits of the possible is by going beyond them into the impossible."
ARTHUR C. CLARKE

NOVEMBER						
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DECEMBER						
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MONDAY 8
NOVEMBER

TUESDAY 9
NOVEMBER

WEDNESDAY 10
NOVEMBER

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<ul style="list-style-type: none">• Sigma Gamma Rho Sorority, Inc. Week• SMST Department Chairs Meeting• Social Work Holiday Basket Drive	<ul style="list-style-type: none">• Sigma Gamma Rho Sorority, Inc. Week• Student Recital, Floyd L. Robinson Auditorium 3:00 - 4:50• Curriculum Committee Meeting, 107 K.E. White Graduate Center 3:30• SAH Chairpersons Meeting• SBE School-wide Meeting, Location TBA 3:30 - 5:30 pm• Staff Senate Executive Committee Meeting, Location TBA 10:00 am• Social Work Holiday Basket Drive	<ul style="list-style-type: none">• Sigma Gamma Rho Sorority, Inc. Week• Social Work Holiday Basket Drive

NOTES

THURSDAY11NOVEMBER	FRIDAY12NOVEMBER	SATURDAY13NOVEMBER
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12 p.m.		<ul style="list-style-type: none"> • Sigma Gamma Rho Sorority, Inc. Week • Praxis Series Tests • CIAA Championship, Durham, NC • Social Work Holiday Basket Drive
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6		SUNDAY14NOVEMBER
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<ul style="list-style-type: none"> • Veterans Day • Sigma Gamma Rho Sorority, Inc. Week • Administrative Council Meeting • SAH School-Wide Meetings • Academic Administrative and Planning Council Meeting, 107 K.E. White Graduate Center 3:30 pm • Jazz Ensemble, Floyd L. Robinson Auditorium 7:00 pm • School of Mathematics, Science, and Technology Meeting • SBE Faculty Research Presentation, Location TBA 3:30 - 5:30 pm • Social Work Holiday Basket Drive 	<ul style="list-style-type: none"> • Sigma Gamma Rho Sorority, Inc. Week • Last Day to Withdraw from the University and Receive a Grade of "WD" • Social Work Holiday Basket Drive 	<ul style="list-style-type: none"> • Orchestra Concert, Floyd L. Robinson Auditorium 3:00 pm • Social Work Holiday Basket Drive • Omega Psi Phi Fraternity, Inc. Week

NOVEMBER 2010

"Great spirits have always encountered violent opposition from mediocre minds."
ALBERT EINSTEIN

NOVEMBER							DECEMBER						
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MONDAY 15
NOVEMBER

TUESDAY 16
NOVEMBER

WEDNESDAY 17
NOVEMBER

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<ul style="list-style-type: none">• Omega Psi Phi Fraternity, Inc. Week• Spring 2011 Graduation Applications Due to Registrar's Office• Chancellor's Cabinet Meeting• Social Work Holiday Basket Drive	<ul style="list-style-type: none">• Omega Psi Phi Fraternity, Inc. Week• Faculty Senate Meeting, 138 Jimmy R. Jenkins Science Center 3:30 pm• Composition Recital, Floyd L. Robinson Auditorium 3:30 pm• SBE Chairpersons Meeting, Location TBA 3:30 - 5:30 pm• Social Work Holiday Basket Drive	<ul style="list-style-type: none">• Omega Psi Phi Fraternity, Inc. Week• Senior Recital, Floyd L. Robinson Auditorium 7:00 pm• Staff Senate Monthly Meeting, 130 K.E. White Graduate Center 3:00 pm• Student Leadership Development Academy, 216 New Student Center 6:00 pm• Social Work Holiday Basket Drive

NOTES

THURSDAY18NOVEMBER	FRIDAY19NOVEMBER	SATURDAY20NOVEMBER
7 a.m.		
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12 p.m.		<ul style="list-style-type: none"> • Omega Psi Phi Fraternity, Inc. Week • Lyceum Series - Ballet Magnificat!, Floyd L. Robinson Auditorium 4:00 pm • SAT (On Campus)
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6		SUNDAY21NOVEMBER
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<ul style="list-style-type: none"> • Omega Psi Phi Fraternity, Inc. Week • Teacher Education Advisory Council 2010-2011, 105 McLendon Hall • American Education Week Assembly • SBE AACSB Committee Meetings, Location TBA 3:30 - 5:30 pm • Departmental Faculty Meeting • Social Work Holiday Basket Drive 	<ul style="list-style-type: none"> • Social Work Holiday Basket Drive 	

NOVEMBER 2010

"Reach high, for stars lie hidden in your soul. Dream deep, for every dream precedes the goal."
PAMELA VAULL STARR

NOVEMBER							DECEMBER						
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MONDAY 22
NOVEMBER

TUESDAY 23
NOVEMBER

WEDNESDAY 24
NOVEMBER

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	<ul style="list-style-type: none">• Student Recital, Floyd L. Robinson Auditorium 3:00 - 4:50 pm• Residence Halls Close for Thanksgiving Break, 6:00 pm• SBE School-wide Meeting, Location TBA 3:30 - 5:30 pm• SOEP Departmental Chairs Meeting, Location TBA 2:30 pm• Thanksgiving Baskets Donated to Needy Families	<ul style="list-style-type: none">• Thanksgiving Holiday, Classes Dismissed

NOTES

THURSDAY25NOVEMBER	FRIDAY26NOVEMBER	SATURDAY27NOVEMBER
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6		SUNDAY28NOVEMBER
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<ul style="list-style-type: none"> Thanksgiving Holiday, Classes Dismissed 	<ul style="list-style-type: none"> Thanksgiving Holiday, Classes Dismissed 	<ul style="list-style-type: none"> Residence Halls Reopen from Thanksgiving Break, 12:00 noon

NOV/DEC 2010

"The future belongs to those who believe in the beauty of their dreams."
ELEANOR ROOSEVELT

NOVEMBER							DECEMBER						
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MONDAY 29
NOVEMBER

TUESDAY 30
NOVEMBER

WEDNESDAY 1
DECEMBER

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<ul style="list-style-type: none">• Quiet Week• Classes Resume, 8:00 am	<ul style="list-style-type: none">• Quiet Week• Last Day of Classes• Curriculum Committee Meeting, 107 K.E. White Graduate Center 3:30 pm• SBE AACSB Committee Meetings, Location TBA 3:30 - 5:30 pm	<ul style="list-style-type: none">• Quiet Week• Music Department Juries, Floyd L. Robinson Auditorium 8:00 am ñ 5:00 pm• Reading Day• National World AIDS Day• Business & Finance Planning Council Meeting, Chancellor's Boardroom 8:30 am• Student Leadership Development Academy, 216 New Student Center 6:00 pm

NOTES

THURSDAY2DECEMBER	FRIDAY3DECEMBER	SATURDAY4DECEMBER
7 a.m.		
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12 p.m.		<ul style="list-style-type: none"> Final Examinations, Graduating Seniors Final Examinations, Weekend/Evening/Graduate Programs and Remaining Students
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4		<div>SUNDAY5DECEMBER</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div> <ul style="list-style-type: none"> Hanukkah begins Quiet Week Reading Day Research Day, Moore Hall 9:00 am Academic Executive Council Meeting Provost/VCAA Conference RM 10:00 am SOEP Wide Faculty/Staff Meeting, Location TBA 3:30 pm </div>
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<ul style="list-style-type: none"> Hanukkah begins Quiet Week Reading Day Research Day, Moore Hall 9:00 am Academic Executive Council Meeting Provost/VCAA Conference RM 10:00 am SOEP Wide Faculty/Staff Meeting, Location TBA 3:30 pm 	<ul style="list-style-type: none"> Final Examinations, Graduating Seniors Final Examinations, Weekend/Evening/Graduate Programs and Remaining Students 	<ul style="list-style-type: none"> Final Examinations, Graduating Seniors Final Examinations, Weekend/Evening/Graduate Programs and Remaining Students University Choir Christmas Concert, Floyd L. Robinson Auditorium 7:00 pm

DECEMBER 2010

"To rejoice in another's prosperity, is to give content to your own lot: to mitigate another's grief, is to alleviate or dispel your own."
THOMAS EDWARDS

DECEMBER							JANUARY						
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MONDAY 6
DECEMBER

TUESDAY 7
DECEMBER

WEDNESDAY 8
DECEMBER

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<ul style="list-style-type: none">Final Examinations, Graduating SeniorsFinal Examinations, Weekend/Evening/ Graduate Programs and Remaining StudentsChancellor's Cabinet Meeting	<ul style="list-style-type: none">Final Examinations, Graduating SeniorsFinal Examinations, Weekend/Evening/ Graduate Programs and Remaining StudentsFaculty Senate Meeting, Jimmy R. Jenkins Science Center RM 138 3:30 pmCurriculum Committee Meeting, 107 K.E. White Graduate Center 3:30 pmStaff Senate Executive Committee Meeting, Location TBA 10:00 amChristmas Baskets Donated to Needy Families	<ul style="list-style-type: none">Final Examinations, Weekend/Evening/ Graduate Programs and Remaining StudentsDeadline for Posting Graduating Seniors Grades - 12:00 noonLast Day to Return Books Without Charge for Graduating Seniors

NOTES

THURSDAY9 DECEMBER	FRIDAY10 DECEMBER	SATURDAY11 DECEMBER
7 a.m.		
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12 p.m.		<ul style="list-style-type: none"> Fall Commencement LSAT
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6		SUNDAY12 DECEMBER
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<ul style="list-style-type: none"> Final Examinations, Weekend/Evening/Graduate Programs and Remaining Students Academic Administrative and Planning Council Meeting, 107 K.E. White Graduate Center 3:30 pm General Faculty Meeting (Voting on Seniors), 138 Jimmy R. Jenkins Science Center 3:30 pm 	<ul style="list-style-type: none"> Last Day to Return Books Without Charge for Remaining Students Residence Halls Close for Christmas Break, 6:00 pm (Commencement Participants can remain in Residence Halls until December 11, 3:00 pm) 	

DECEMBER 2010

"Success in life, in anything, depends upon the number of persons that one can make himself agreeable to."
THOMAS CARLYLE

DECEMBER							JANUARY						
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MONDAY 13
DECEMBER

TUESDAY 14
DECEMBER

WEDNESDAY 15
DECEMBER

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<ul style="list-style-type: none">• Deadline for Posting all Other Grades - 3:00 pm• Administrative Council Meeting• SMST Department Chairs Meeting	<ul style="list-style-type: none">• Board of Trustees Meeting	<ul style="list-style-type: none">• Staff Senate Monthly Meeting, 130 K.E. White Graduate Center 3:00 pm

NOTES

THURSDAY16

DECEMBER

FRIDAY17

DECEMBER

SATURDAY18

DECEMBER

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SUNDAY19

DECEMBER

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DECEMBER 2010

"The fact is, that to do anything in the world worth doing, we must not stand back shivering and thinking of the cold and danger, but jump in and scramble through as well as we can."
ROBERT CUSHING

DECEMBER							JANUARY						
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MONDAY 20
DECEMBER

TUESDAY 21
DECEMBER

WEDNESDAY 22
DECEMBER

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• Chancellor's Cabinet Meeting	• First Day of Winter	

NOTES

THURSDAY23 DECEMBER	FRIDAY24 DECEMBER	SATURDAY25 DECEMBER
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DEC/JAN 2010-2011

"We are either progressing or retrograding all the while; there is no such thing as remaining stationary in this life."
JAMES FREEMAN CLARKE

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MONDAY 27
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TUESDAY 28
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WEDNESDAY 29
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NOTES

SATURDAY 1 JANUARY

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DEC

JANUARY 2011

"We learn wisdom from failure much more than success. We often discover what we will do, by finding out what we will not do."
SAMUEL SMILES

JANUARY							FEBRUARY						
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MONDAY 3
JANUARY

TUESDAY 4
JANUARY

WEDNESDAY 5
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		<ul style="list-style-type: none">• Winter Faculty/Staff Institute, Floyd L. Robinson Auditorium & K.E. White Graduate Center

NOTES

THURSDAY6JANUARY	FRIDAY7JANUARY	SATURDAY8JANUARY
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12 p.m.		<ul style="list-style-type: none"> Weekend/Evening/Graduate Programs Official Registration, 9:00 am to 3:00 pm
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<ul style="list-style-type: none"> Winter Faculty/Staff Institute, Floyd L. Robinson Auditorium & K.E. White Graduate Center New Student Orientation 	<ul style="list-style-type: none"> Winter Faculty/Staff Institute, Floyd L. Robinson Auditorium & K.E. White Graduate Center New Student Orientation Transfer Student Orientation School of Mathematics, Science, and Technology Meeting 	<ul style="list-style-type: none"> Residence Halls Reopen from Christmas Break, 8:00 am Delta Sigma Theta Sorority, Inc. Week

JANUARY 2011

"Every man, as to character, is the creature of the age in which he lives. Very few are able to raise themselves above the ideas of their times."
VOLTAIRE

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FEBRUARY						
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MONDAY 10
JANUARY

TUESDAY 11
JANUARY

WEDNESDAY 12
JANUARY

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<ul style="list-style-type: none">• Delta Sigma Theta Sorority, Inc. Week• Official Registration, 8:30 am to 7:30 pm• Classes Dropped for Pre-Registered Students not Officially Registered, 7:30 pm• SMST Department Chairs Meeting	<ul style="list-style-type: none">• Delta Sigma Theta Sorority, Inc. Week• Late Registration Begins, 8:30 am - 3:00 pm• All Classes Begin, 8:00 am• Drop/Add Period Begins• SAH Chairpersons Meeting	<ul style="list-style-type: none">• Delta Sigma Theta Sorority, Inc. Week

NOTES

THURSDAY13

JANUARY

FRIDAY14

JANUARY

SATURDAY15

JANUARY

7 a.m.		
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12 p.m.		<ul style="list-style-type: none"> • Delta Sigma Theta Sorority, Inc. Week • Praxis Series Tests • Alpha Kappa Alpha Sorority, Inc. Week
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6		<div>SUNDAY16</div> <div>JANUARY</div>
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<ul style="list-style-type: none"> • Delta Sigma Theta Sorority, Inc. Week • Academic Administrative and Planning Council Meeting, 107 K.E. White Graduate Center 3:30 pm • School of Arts and Humanities 	<ul style="list-style-type: none"> • Delta Sigma Theta Sorority, Inc. Week 	

JAN

JANUARY 2011

"The highest purpose of intellectual cultivation is to give a man a perfect knowledge and mastery of his own inner self; to render our consciousness its own light and its own mirror."
FREDERICH LEOPOLD VON HARDENBERG

JANUARY							FEBRUARY						
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MONDAY 17
JANUARY

TUESDAY 18
JANUARY

WEDNESDAY 19
JANUARY

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<ul style="list-style-type: none">• Dr. Martin Luther King, Jr. Holiday, Classes Dismissed, Offices Closed• Alpha Kappa Alpha Sorority, Inc. Week• Dr. Martin Luther King, Jr. March	<ul style="list-style-type: none">• Alpha Kappa Alpha Sorority, Inc. Week• Late Registration Ends• Classes Resume, 8:00 am• Drop/Add Period Ends• Curriculum Committee Meeting, 107 K.E. White Graduate Center 3:30 pm• Faculty Senate Meeting, 138 Jimmy R. Jenkins Science Center 3:30 pm• Martin Luther King Jr. March	<ul style="list-style-type: none">• Alpha Kappa Alpha Sorority, Inc. Week

NOTES

THURSDAY20JANUARY	FRIDAY21JANUARY	SATURDAY22JANUARY
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12 p.m.		<ul style="list-style-type: none"> Alpha Kappa Alpha Sorority, Inc. Week PCAT
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6		SUNDAY23JANUARY
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<ul style="list-style-type: none"> Alpha Kappa Alpha Sorority, Inc. Week SBE AACSB Committee Meetings, Location TBA 3:30 - 5:30 pm Music Department Faculty/Student Meeting Choir Room 3:30 Departmental Faculty Meeting 	<ul style="list-style-type: none"> Alpha Kappa Alpha Sorority, Inc. Week 	

JANUARY 2011

"Hold yourself responsible for a higher standard than anyone else expects of you. Never excuse yourself."
HENRY WARD BEECHER

JANUARY							FEBRUARY						
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MONDAY 24
JANUARY

TUESDAY 25
JANUARY

WEDNESDAY 26
JANUARY

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	<ul style="list-style-type: none">• SBE School-wide Meeting, Location TBA 3:30 - 5:30 pm• SOEP Departmental Chairs Meeting, Location TBA 2:30 pm	

NOTES

THURSDAY27JANUARY	FRIDAY28JANUARY	SATURDAY29JANUARY
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6		SUNDAY30JANUARY
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<ul style="list-style-type: none"> SBE Faculty Research Presentation, Location TBA 3:30 - 5:30 pm Clubs and Organizations Session, New Student Center 3:00 pm Annual Social Work Field Education Breakfast Orientation 		<ul style="list-style-type: none"> Nu Gamma Psi Fraternity, Inc. Week

JAN/FEB 2011

"The most wasted of all days is one without laughter."
E.E. CUMMINGS

JANUARY							FEBRUARY						
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MONDAY 31
JANUARY

TUESDAY 1
FEBRUARY

WEDNESDAY 2
FEBRUARY

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<ul style="list-style-type: none">Nu Gamma Psi Fraternity, Inc. Week	<ul style="list-style-type: none">Nu Gamma Psi Fraternity, Inc. WeekCurriculum Committee Meeting, 107 K.E. White Graduate Center 3:30 pm	<ul style="list-style-type: none">Groundhog DayNu Gamma Psi Fraternity, Inc. WeekBusiness & Finance Planning Council Meeting, Chancellor's Boardroom 8:30 am

NOTES

THURSDAY3FEBRUARY	FRIDAY4FEBRUARY	SATURDAY5FEBRUARY
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12 p.m.		<ul style="list-style-type: none"> Nu Gamma Psi Fraternity, Inc. Week Lyceum Series - Kenya Safari, Floyd L. Robinson Auditorium 4:00 pm
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6		SUNDAY6FEBRUARY
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<ul style="list-style-type: none"> Nu Gamma Psi Fraternity, Inc. Week Honors Program Student Council Meeting Academic Executive Council Meeting, Provost/VCAA Conference RM 10:00 am SBE Faculty Research Presentation, Location TBA 3:30 - 5:30 pm 	<ul style="list-style-type: none"> Nu Gamma Psi Fraternity, Inc. Week 	

FEBRUARY 2011

"Experience taught me a few things. One is to listen to your gut, no matter how good something sounds on paper. The second is that you're generally better off sticking with what you know. And the third is that sometimes your best investments are the ones you don't make."

DONALD TRUMP

FEBRUARY						
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MARCH						
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MONDAY 7
FEBRUARY

TUESDAY 8
FEBRUARY

WEDNESDAY 9
FEBRUARY

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<ul style="list-style-type: none">School of Mathematics, Science, and Technology MeetingSchool of Mathematics, Science, and Technology Research Week	<ul style="list-style-type: none">School of Mathematics, Science, and Technology Research WeekSBE Student Forum, Location TBA 3:30 - 4:30 pmGeneral Faculty Meeting, 138 Jimmy R. Jenkins Science Center 3:30 pmStaff Senate Executive Committee Meeting, Location TBA 10:00 am	<ul style="list-style-type: none">School of Mathematics, Science, and Technology Research WeekSexual Responsibility Day - Sponsored by the V.A.N.S.

NOTES

THURSDAY10FEBRUARY	FRIDAY11FEBRUARY	SATURDAY12FEBRUARY
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<ul style="list-style-type: none"> • School of Mathematics, Science, and Technology Research Week • Honors Program Faculty Council Meeting 3:30 pm • Academic Administrative and Planning Council Meeting, 107 K.E. White Graduate Center 3:30 pm • Great Decision Lecture Series, 246 Moore Hall 3:30 pm 	<ul style="list-style-type: none"> • School of Mathematics, Science, and Technology Research Week 	<ul style="list-style-type: none"> • Alpha Phi Alpha Fraternity, Inc. Week

FEBRUARY 2011

"I have learned from experience that the greater part of our happiness or misery depends on our dispositions and not on our circumstances."
MARTHA WASHINGTON

FEBRUARY						
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MARCH						
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MONDAY 14
FEBRUARY

TUESDAY 15
FEBRUARY

WEDNESDAY 16
FEBRUARY

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<ul style="list-style-type: none">Valentine's DayAlpha Phi Alpha Fraternity, Inc. WeekSMST Department Chairs Meeting	<ul style="list-style-type: none">Alpha Phi Alpha Fraternity, Inc. WeekFaculty Senate Meeting, 138 Jimmy R. Jenkins Science Center 3:30 pmMUS 101 Student Recital, Floyd L. Robinson Auditorium 3:30 pmCurriculum Committee Meeting, 107 K.E. White Graduate Center 3:30 pmSAH Chairpersons MeetingSBE Studentsí Forum, Location TBA 3:30 - 4:30 pmSOEP Departmental Chairs Meeting, Location TBA 2:30 pm	<ul style="list-style-type: none">Alpha Phi Alpha Fraternity, Inc. WeekStaff Senate Monthly Meeting, 130 K.E. White Graduate Center 3:00 pmCareer Fair, Vaughan Center

NOTES

THURSDAY17FEBRUARY	FRIDAY18FEBRUARY	SATURDAY19FEBRUARY
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12 p.m.		<ul style="list-style-type: none"> Alpha Phi Alpha Fraternity, Inc. Week SAT (On Campus)
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<ul style="list-style-type: none"> Alpha Phi Alpha Fraternity, Inc. Week Career Fair, Vaughan Center Teacher Education Advisory Council Meeting, 105 McLendon Hall Great Decision Lecture Series, 246 Moore Hall 3:30 pm MUS 101 Student Recital, Floyd L. Robinson Auditorium 3:30 pm SBE Students' Forum, Location TBA 3:30 - 4:30 pm SAH School-Wide Meetings Departmental Faculty Meeting 	<ul style="list-style-type: none"> Alpha Phi Alpha Fraternity, Inc. Week 	

FEBRUARY 2011

"Our critics are our friends, they show us our faults."
BENJAMIN FRANKLIN

FEBRUARY						
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MARCH						
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MONDAY 21
FEBRUARY

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• Presidents Day	• MUS 101 Student Recital, Floyd L. Robinson Auditorium 3:30 pm • SBE Chairpersons Meeting, Location TBA 3:30 - 5:30 pm	

NOTES

THURSDAY24FEBRUARY	FRIDAY25FEBRUARY	SATURDAY26FEBRUARY
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6		SUNDAY27FEBRUARY
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<ul style="list-style-type: none"> • Great Decision Lecture Series, 246 Moore Hall 3:30 pm • SBE School-wide Meeting, Location TBA 3:30 - 5:30 pm • SOEP Wide Faculty/Staff Meeting, Location TBA 3:30 pm 		

FEB/MAR 2011

"It's kind of fun to do the impossible."
WALT DISNEY

FEBRUARY							MARCH						
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MONDAY 28
FEBRUARY

TUESDAY 1
MARCH

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	• Curriculum Committee Meeting, 107 K.E. White Graduate Center 3:30 pm	• Business & Finance Planning Council Meeting, Chancellor's Boardroom 8:30 am

NOTES

THURSDAY3MARCH	FRIDAY4MARCH	SATURDAY5MARCH
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12 p.m.		• Mid-Term Week (All Students)
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<ul style="list-style-type: none"> • Academic Executive Council Meeting Provost/VCAA Conference RM 10:00 am • Great Decision Lecture Series, 246 Moore Hall 3:30 pm • SBE AACSB Committee Meetings, Location TBA 3:30 - 5:30 pm 		• Mid-Term Week (All Students)

MARCH 2011

"Everyone thinks of changing the world, but no one thinks of changing himself."
LEO TOLSTOY

MARCH							APRIL						
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MONDAY 7
MARCH

TUESDAY 8
MARCH

WEDNESDAY 9
MARCH

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<ul style="list-style-type: none">• Mid-Term Week (All Students)• Administrative Council Meeting	<ul style="list-style-type: none">• Mid-Term Week (All Students)• Faculty Senate Meeting, 138 Jimmy R. Jenkins Science Center 3:30 pm• MUS 101 Student Recital, Floyd L. Robinson Auditorium 3:30 pm• Last Day to Remove "I" Grades• SBE Faculty Research Presentation, Location TBA 3:30 - 5:30 pm• Staff Senate Executive Committee, Location TBA 10:00 am• Social Work Adopt-A-Highway	<ul style="list-style-type: none">• Ash Wednesday• Mid-Term Week (All Students)• Board of Trustees Meeting• Safe Spring Break Pledge Drive - Sponsored by the V.A.N.S.

NOTES

THURSDAY

10

MARCH

FRIDAY

11

MARCH

SATURDAY

12

MARCH

7 a.m.		
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12 p.m.		<div> <div>• Praxis Series Test</div> </div>
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6		<div> <div>SUNDAY</div> <div>13</div> <div>MARCH</div> </div>
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<div> <div>• Mid-Term Week (All Students)</div> <div>• Academic Administrative and Planning Council Meeting, 107 K.E. White Graduate Center 3:30 pm</div> <div>• Great Decision Lecture Series, 246 Moore Hall 3:30 pm</div> <div>• Lyceum Series - New York Gilbert & Sullivan Players, Floyd L. Robinson Auditorium 4:00 pm</div> <div>• MUS 101 Student Recital, Floyd L. Robinson Auditorium 3:30 pm</div> <div>• School of Mathematics, Science, and Technology Meeting</div> <div>• SOEP Departmental Chairs Meeting, Location TBA</div> </div>	<div> <div>• Mid-Term Week (All Students)</div> <div>• Founders Day</div> <div>• Residence Halls Close for Spring Break, 6:00 pm</div> </div>	<div> <div>• Daylight Savings Time begins</div> </div>

MAR

MARCH 2011

"I have not failed. I've just found 10,000 ways that won't work."
THOMAS EDISON

MARCH						
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MONDAY 14
MARCH

TUESDAY 15
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WEDNESDAY 16
MARCH

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<ul style="list-style-type: none">• Spring Recess• Chancellor's Cabinet Meeting• Deadline for Posting Grades , 12:00 noon• SMST Department Chairs Meeting	<ul style="list-style-type: none">• Spring Recess• Financial Aid Deadline for Priority Funding• Classes Resume, 8:00 am• Curriculum Committee Meeting, 107 K.E. White Graduate Center 3:30 pm• SAH Chairpersons Meeting• SBE Chairpersons Meeting, Location TBA 3:30 - 5:30 pm	<ul style="list-style-type: none">• Spring Recess• Staff Senate Monthly Meeting, 130 K.E. White Graduate Center 3:00 pm

NOTES

THURSDAY17MARCH	FRIDAY18MARCH	SATURDAY19MARCH
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12 p.m.		• Spring Recess
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<ul style="list-style-type: none"> • St. Patrick's Day • Spring Recess • SAH School-wide Meeting • SBE AACSB Committee Meetings, Location TBA 3:30 - 5:30 pm 	• Spring Recess	<ul style="list-style-type: none"> • First Day of Spring • Residence Halls Reopen from Spring Recess, 12:00 noon • SuccessFest (WRVS 89.9FM/HD) Annual Membership Drive

MARCH 2011

"The past is a ghost, the future a dream, and all we ever have is now."
BILL COSBY

MARCH							APRIL						
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MONDAY 21
MARCH

TUESDAY 22
MARCH

WEDNESDAY 23
MARCH

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<ul style="list-style-type: none">• Academic Advisement/Pre-registration for Summer/Fall 2011, 8:00 am - 5:00 pm• SuccessFest (WRVS 89.9FM/HD) Annual Membership Drive• 60% Deadline for Financial Aid Adjustments	<ul style="list-style-type: none">• Academic Advisement/Pre-registration for Summer/Fall 2011, 8:00 am - 5:00 pm• SuccessFest (WRVS 89.9FM/HD) Annual Membership Drive	<ul style="list-style-type: none">• Academic Advisement/Pre-registration for Summer/Fall 2011, 8:00 am - 5:00 pm• SuccessFest (WRVS 89.9FM/HD) Annual Membership Drive

NOTES

THURSDAY 24
MARCH

FRIDAY 25
MARCH

SATURDAY 26
MARCH

7 a.m.		
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12 p.m.		<ul style="list-style-type: none"> • Academic Advisement/Pre-registration for Summer/Fall 2011 • WRVS 25th Anniversary Reunion
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<ul style="list-style-type: none"> • Academic Advisement/Pre-registration for Summer/Fall 2011, 8:00 am - 5:00 pm • SuccessFest (WRVS 89.9FM/HD) Annual Membership Drive • Great Decision Lecture Series, 246 Moore Hall 3:30 pm • SBE School-wide Meeting, Location TBA 3:30 - 5:30 pm • Departmental Faculty Meeting 	<ul style="list-style-type: none"> • Academic Advisement/Pre-registration for Summer/Fall 2011, 8:00 am - 5:00 pm • SuccessFest (WRVS 89.9FM/HD) Annual Membership Drive 	<ul style="list-style-type: none"> • Academic Advisement/Pre-registration for Summer/Fall 2011 • University Choir Spring Concert, Floyd L. Robinson Auditorium 3:00 pm • Phi Beta Sigma Fraternity, Inc. Week

MAR

MAR/APR 2011

"Don't say you don't have enough time. You have exactly the same number of hours per day that were given to Helen Keller, Pasteur, Michelangelo, Mother Teresa, Leonardo da Vinci, Thomas Jefferson, and Albert Einstein."
H. JACKSON BROWN

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MONDAY 28
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TUESDAY 29
MARCH

WEDNESDAY 30
MARCH

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<ul style="list-style-type: none">• Academic Advisement/Pre-registration for Summer/Fall 2011, 8:00 am - 5:00 pm• Phi Beta Sigma Fraternity, Inc. Week	<ul style="list-style-type: none">• Academic Advisement/Pre-registration for Summer/Fall 2011, 8:00 am - 5:00 pm• Last Day to Withdraw from Classes and Receive a Grade of "W"• SBE AACSB Committee Meetings, Location TBA 3:30 - 5:30 pm• SOEP Wide Faculty/Staff Meeting, Location TBA 3:30 pm• Phi Beta Sigma Fraternity, Inc. Week	<ul style="list-style-type: none">• Academic Advisement/Pre-registration for Summer/Fall 2011, 8:00 am - 5:00 pm• Phi Beta Sigma Fraternity, Inc. Week

NOTES

THURSDAY31MARCH	FRIDAY1APRIL	SATURDAY2APRIL
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12 p.m.		• Phi Beta Sigma Fraternity, Inc. Week
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6		SUNDAY3APRIL
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<ul style="list-style-type: none"> Academic Advisement/Pre-registration for Summer/Fall 2011, 8:00 am - 5:00 pm Great Decision Lecture Series, 246 Moore Hall 3:30 pm Social Work Assembly School of Business and Economics Honors Program, Location TBA 3:30 - 5:00 pm Phi Beta Sigma Fraternity, Inc. Week 	<ul style="list-style-type: none"> April Fools' Day Academic Advisement/Pre-registration for Summer/Fall 2011, 8:00 am - 5:00 pm Radio Drama, Floyd L. Robinson Auditorium 7:00 pm 	<ul style="list-style-type: none"> Viking Fest Week

APRIL 2011

"To be a champ you have to believe in yourself when no one else will."
SUGAR RAY ROBINSON

APRIL							MAY						
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MONDAY 4
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TUESDAY 5
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WEDNESDAY 6
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<ul style="list-style-type: none">Chancellor's Cabinet MeetingViking Fest Week	<ul style="list-style-type: none">Curriculum Committee Meeting, 107 K.E. White Graduate Center 3:30 pmSOEP Departmental Chairs Meeting, Location TBA 2:30 pmSocial Work Adopt-A-HighwayViking Fest Week	<ul style="list-style-type: none">Senior Recital, Floyd L. Robinson Auditorium 7:00 pmBusiness & Finance Planning Council Meeting, Chancellor's Boardroom 8:30 amViking Fest Week

NOTES

THURSDAY7APRIL	FRIDAY8APRIL	SATURDAY9APRIL
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12 p.m.		• Viking Fest Week
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6		SUNDAY10APRIL
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<ul style="list-style-type: none"> • Honors Convocation • Academic Executive Council Meeting, Provost/VCAA Conference Room 10:00 am • Academic Administrative and Planning Council Meeting, 107 K.E. White Graduate Center 3:30 pm • Great Decision Lecture Series, 246 Moore Hall 3:30 pm • SBE AACSB Committee Meetings, Location TBA • Viking Fest Week 	• Viking Fest Week	• National Library Week

APRIL 2011

"Action may not always bring happiness, but there is no happiness without action."
BENJAMIN DISRAELI

APRIL							MAY						
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MONDAY 11
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TUESDAY 12
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WEDNESDAY 13
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<ul style="list-style-type: none">• National Library Week• Administrative Council Meeting• SMST Department Chairs Meeting• Honors Program Senior Thesis Defenses	<ul style="list-style-type: none">• National Library Week• Small Ensemble Concert, Floyd L. Robinson Auditorium 3:00 pm• General Faculty Meeting, 138 Jimmy R. Jenkins Science Center 3:30 pm• SAH Chairpersons Meeting• Staff Senate Executive Committee, Location TBA 10:00 am• Honors Program Senior Thesis Defenses	<ul style="list-style-type: none">• National Library Week• Honors Program Senior Thesis Defenses

NOTES

THURSDAY14APRIL	FRIDAY15APRIL	SATURDAY16APRIL
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12 p.m.		<ul style="list-style-type: none"> National Library Week Placement Testing SGA Gala, Location TBA 7:00 pm
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<ul style="list-style-type: none"> National Library Week SAH School-Wide Meeting School of Mathematics, Science, and Technology Meeting SBE Chairpersons Meeting, Location TBA 3:30 - 5:30 pm SGA Elections, New Student Center 10:00 am - 5:00 pm Honors Program Senior Thesis Defenses 	<ul style="list-style-type: none"> National Library Week Senior Recital, Floyd L. Robinson Auditorium 7:00 pm SGA Gala, Location TBA 7:00 pm Last Day to Withdraw and Receive a Grade of "WD" Honors Program Senior Thesis Defenses 	<ul style="list-style-type: none"> Orchestra & Symphonic Wind Concert, Floyd L. Robinson Auditorium 3:00 pm Kappa Alpha Psi Fraternity, Inc. Week

APRIL 2011

"It is not good for all our wishes to be filled; through sickness we recognize the value of health; through evil, the value of good; through hunger, the value of food; through exertion, the value of rest."
GREEK PROVERB

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MONDAY 18
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TUESDAY 19
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WEDNESDAY 20
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<ul style="list-style-type: none">• Kappa Alpha Psi Fraternity, Inc. Week	<ul style="list-style-type: none">• Passover begins• Kappa Alpha Psi Fraternity, Inc. Week• Faculty Senate Meeting, Jimmy R. Jenkins Science Center RM 138 3:30 pm• Student Composition Recital, Floyd L. Robinson Auditorium 3:30 pm• Curriculum Committee Meeting, 107 K.E. White Graduate Center 3:30 pm• Criminal Justice Law Day, Norfolk State University 3:00 pm	<ul style="list-style-type: none">• Kappa Alpha Psi Fraternity, Inc. Week• Staff Senate Monthly Meeting, 130 K.E. White Graduate Center 3:00 pm

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THURSDAY21APRIL	FRIDAY22APRIL	SATURDAY23APRIL
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12 p.m.		<ul style="list-style-type: none"> • Kappa Alpha Psi Fraternity, Inc. Week • Saturday Classes Dismissed • Praxis Series Test • Final Examinations, Graduating Seniors
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6		SUNDAY24APRIL
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<ul style="list-style-type: none"> • Kappa Alpha Psi Fraternity, Inc. Week • Teacher Education Advisory Council Meeting, 105 McLendon Hall • Earth Day - Music, Art, Theater, Floyd L. Robinson Auditorium 7:00 pm • SBE AACSB Committee Meetings, Location TBA 	<ul style="list-style-type: none"> • Good Friday Holiday, Classes Dismissed, Offices Closed • Earth Day • Kappa Alpha Psi Fraternity, Inc. Week • National Counseling Awareness Month 	<ul style="list-style-type: none"> • Easter • Final Examinations, Graduating Seniors

APR/MAY 2011

"You gain strength, courage, and confidence by every experience in which you really stop to look fear in the face. You must do the thing which you think you cannot do."
ELEANOR ROOSEVELT

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MONDAY 25
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TUESDAY 26
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WEDNESDAY 27
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<ul style="list-style-type: none">Easter Monday, Classes DismissedFinal Examinations, Graduating SeniorsQuiet Week	<ul style="list-style-type: none">Classes Resume, 8:00 amSBE School-wide Meetings, Location TBA 3:30 - 5:30 PMSOEP Departmental Chairs Meeting, Location TBA 2:30 pmFinal Examinations, Graduating SeniorsQuiet Week	<ul style="list-style-type: none">Final Examinations, Graduating SeniorsQuiet Week

NOTES

THURSDAY28APRIL	FRIDAY29APRIL	SATURDAY30APRIL
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12 p.m.		<ul style="list-style-type: none"> Final Examinations, Weekend/Evening/Graduate Programs The WRVS Father-Daughter Dance
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<ul style="list-style-type: none"> Deadline for Posting Graduating Seniors Grades - 12:00 noon Last Day of Classes Last Day to Return Books Without Charge for Graduating Seniors SBE Faculty Research Presentation, Location TBA 3:30 pm SOEP Wide Faculty/Staff Meeting, Location TBA 3:30 pm Quiet Week 	<ul style="list-style-type: none"> Music Department Juries, Floyd L. Robinson Auditorium 8:00 am - 5:00 pm Reading Day Quiet Week 	

MAY 2011

"Whether you think you can or think you can't - you are right."
HENRY FORD

MAY						
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JUNE						
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MONDAY **2**
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TUESDAY **3**
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WEDNESDAY **4**
MAY

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<ul style="list-style-type: none">Chancellor's Cabinet MeetingFinal Examinations, Remaining Students	<ul style="list-style-type: none">Faculty Senate Meeting, 138 Jimmy R. Jenkins Science Center 3:30 pmCurriculum Committee Meeting, 107 K.E. White Graduate Center 3:30 pmFinal Examinations, Remaining Students	<ul style="list-style-type: none">Business & Finance Planning Council Meeting, Chancellor's Boardroom 8:30 amFinal Examinations, Remaining Students

NOTES

THURSDAY5MAY	FRIDAY6MAY	SATURDAY7MAY
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12 p.m.		• Spring Commencement
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<ul style="list-style-type: none"> • Cinco de Mayo • Academic Executive Council Meeting Provost/VCAA Conference Room 10:00 am • Academic Administrative and Planning Council Meeting, 107 K.E. White Graduate Center 3:30 pm • SBE Chairperson Meeting, Location TBA 3:30 - 5:30 pm • Final Examinations, Remaining Students 	<ul style="list-style-type: none"> • Residence Halls Close for Summer • (Commencement Participants can remain in Residence Halls until May 7, 3:00 pm • Final Examinations, Remaining Students 	• Mother's Day

MAY 2011

"Each time someone stands up for an ideal, or acts to improve the lot of others, or strikes out against injustice, he sends forth a tiny ripple of hope."
ROBERT F. KENNEDY

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JUNE						
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MONDAY 9
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WEDNESDAY 11
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<ul style="list-style-type: none">• Deadline for Posting all Other Grades - 3:00 pm• Last Day to Return Books Without Charge for Remaining Students• Administrative Council Meeting• SMST Department Chairs Meeting	<ul style="list-style-type: none">• SOEP Departmental Chairs Meeting, Location TBA 2:30 pm	<ul style="list-style-type: none">• Spring Faculty/Staff Institute, Floyd L. Robinson Auditorium & K.E. White Graduate Center

NOTES

THURSDAY12MAY	FRIDAY13MAY	SATURDAY14MAY
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12 p.m.		• Placement Testing
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• Staff Senate Executive Committee Meeting, Location TBA 10:00 am • Spring Faculty/Staff Institute, Floyd L. Robinson Auditorium & K.E. White Graduate Center	• Spring Faculty/Staff Institute, Floyd L. Robinson Auditorium & K.E. White Graduate Center	

MAY 2011

"The moment we begin to fear the opinions of others and hesitate to tell the truth that is in us, and from motives of policy are silent when we should speak, the divine floods of light and life no longer flow into our souls."
ELIZABETH CADY STANTON

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JUNE						
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MONDAY 16
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TUESDAY 17
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WEDNESDAY 18
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• Chancellor's Cabinet Meeting		• Staff Senate Monthly Meeting, 130 K.E. White Graduate Center

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MAY

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MAY

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MAY

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MAY

MAY 2011

"No sensible decision can be made any longer without taking into account not only the world as it is, but the world as it will be."
ISAAC ASIMOV

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MONDAY 23
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THURSDAY

26

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FRIDAY

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SATURDAY

28

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SUNDAY

29

MAY

MAY

MAY/JUN 2011

"Let us more and more insist on raising funds of love, of kindness, of understanding, of peace."
MOTHER TERESA

MAY						
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MONDAY 30
MAY

TUESDAY 31
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WEDNESDAY 1
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• Memorial Day		

NOTES

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JUNE

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JUNE

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MAY

JUNE 2011

"The purpose of life is not to be happy – but to matter, to be productive, to be useful, to have it make some difference that you have lived at all."
LEO ROSTEN

JUNE						
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MONDAY 6
JUNE

TUESDAY 7
JUNE

WEDNESDAY 8
JUNE

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• Chancellor's Cabinet Meeting		

NOTES

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University Directories

JUNE 2011

"We have a responsibility in our time, as others have had in theirs, not to be prisoners of history but to shape history, a responsibility to fill the role of path-finder, and to build with others a global network of purpose and law."
MADELEINE ALBRIGHT

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MONDAY 13
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TUESDAY 14
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WEDNESDAY 15
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• Administrative Council Meeting		• Chancellor's Cabinet Meeting

NOTES

JUNE

JUNE

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• New Student Orientation	• New Student Orientation	
		• Father's Day

The logo for JUN, consisting of the letters "JUN" in a bold, white, sans-serif font, positioned in the bottom right corner of the page.

JUNE 2011

"If I were required to guess off-hand, and without collusion with higher minds, what is the bottom cause of the amazing material and intellectual advancement of the last fifty years, I should guess that it was the modern-born and previously non-existent disposition on the part of men to believe that a new idea can have value."

MARK TWAIN

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MONDAY 20
JUNE

TUESDAY 21
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WEDNESDAY 22
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	• First Day of Summer	

NOTES

JUNE

JUNE

JUNE

[illegible]

JUN/JUL 2011

"I often feel sorry for people who don't read good books; they are missing a chance to lead an extra life."
SCOTT CORBETT NEVER

JUNE						
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MONDAY 27
JUNE

TUESDAY 28
JUNE

WEDNESDAY 29
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JULY 2011

"A few observations and much reasoning lead to error; many observations and a little reasoning to truth."
ALEXIS CARREL

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MONDAY 4
JULY

TUESDAY 5
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WEDNESDAY 6
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NOTES

THURSDAY7

JULY

FRIDAY8

JULY

SATURDAY9

JULY

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SUNDAY10

JULY

JULY 2011

"By going over your day in imagination before you begin it, you can begin acting successfully at any moment."
DOROTHEA BRANDE

JULY							AUGUST						
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MONDAY 11 JULY

TUESDAY 12 JULY

WEDNESDAY 13 JULY

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• Administrative Council Meeting		

NOTES

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JULY 2011

"The secret of joy in work is contained in one word – excellence. To know how to do something is to enjoy it."
PEARL BUCK

JULY							AUGUST						
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MONDAY 18
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TUESDAY 19
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WEDNESDAY 20
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• Chancellor's Cabinet Meeting		

NOTES

THURSDAY21

JULY

FRIDAY22

JULY

SATURDAY23

JULY

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JULY 2011

"People fascinated by the idea of progress never suspect that every step forward is also a step on the way to the end."
MILAN KUNDERA

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AUGUST						
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MONDAY 25
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TUESDAY 26
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WEDNESDAY 27
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JULY

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JULY

AUGUST 2011

"Common sense is perhaps the most equally divided, but surely the most underemployed, talent in the world."
CHRISTIANE COLLAGE

AUGUST						
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MONDAY 1
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WEDNESDAY 3
AUGUST

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NOTES

AUG

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THURSDAY 4
AUGUST

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FRIDAY 5
AUGUST

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SATURDAY 6
AUGUST

NOTES • NOTES • NOTES • NOTES • NOTES

[illegible]

THE ALMA MATER

Melody by Joy Wallace Brown

(Harmonization and Revised Text by Evelyn A. Johnson)

Stanza I:

To thee, dear Alma Mater
A tribute song we sing
Of thy true worth to all of us
Oh, may we honor bring

Stanza II:

So now we'll join together
For thee, O' State to work
Let none of us be faint at heart
Nor any duty shirk

Chorus:

Hail to they lovely halls ECSU
We'll hear when duty calls ECSU
Faithful and ever true
We'll be to you
For in our hearts we'll still love thee
ECSU

THE UNIVERSITY HYMN

Words and Music by Carl Matthew Franklin

Stanza I:

We sing to thee, ECSU
We lift our voices high
From shore to shore, thy famous love
Doth hearts of men inspire
From North to South, the East,
the West
For thee we'll always give our best
With hearts as full as Eden's tree
We'll give our love to thee

Stanza II:

From dark and everlasting night
We came to seek the light
For in your halls there is no night
The light of truth shines bright
Beneath the tree of knowledge here
We'll find our strength, we'll lost our

fear With learned might, we'll fight
for right We'll go and spread the light

Stanza III:

With courage and convictions deep
Thy hallowed walls we'll leave
To take our place in life's great race
To make and set the pace
'Gainst ignorance we'll wage great
war
The light of learning we'll spread far
With faith thy honor, we'll defend
Ne'er will our love e'er end

Refrain:

We hail thee, we praise thee
We love ECSU



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